

DE DWEC meeting notes: APR 3, 2018

Finalizing the DDEAC.

- The academic senates at the three campuses will review the DDEAC charge over the next few weeks.
- Jennifer will get clarity from the District regarding: when the committee is formally to start meeting as the DDEAC, and how the Chancellor wishes to receive the committee's report-out.
- Jennifer will also provide the recommendations for the DDEAC to the chancellor and Vice Chancellor (ElFattal) for consideration.

Recommendations regarding the new DDEAC:

- The Dean assigned as Chair should be the Dean of the campus hosting the annual DE Summit in the Academic Year in which they serve as Chair.
- The Faculty co-chair from another campus should be selected among those most interested in serving in that role. If none put their names forward for consideration, a faculty member from the campus that hosted the DE Summit in the previous year will serve as co-chair.
- Up to three faculty members from each campus will be named to serve on the committee. These faculty will be selected at the campuses in the Spring before that last DDEAC meeting of the academic year (AY) so the committee can assign the co-chair role for the coming AY at the last DDEAC meeting of the year (MAY).
- No recommended edits regarding the inclusion of Instructional Designer-Technologist membership. Currently, all Instructional Designers from the three campuses will be members of the committee because no campus employs more than three ID-Ts.
- Assistive Technology / Media Access Specialist membership. The members of the DWDE recommends that each campus have a representative in this area as members of the committee. As higher education is increasingly reminded that making course content online and in the in-person classroom accessible (ADA compliant), the need to have ADA/AT/accessibility representation is validated.
- The current members of the DWDE committee recommend at least one district IT support staff member always be present as a member of the DDEAC.
- Recommended meeting intervals: 1st week of September, October, November, February, March and May.

Other notes:

- The 2018 DE Summit was a success. Approximately 90 people attended the event, despite the rain, and participants commented that they especially liked the faculty showcases, student panel, and the opportunity to create welcome videos with the ID-Ts.
- 2019 DE Summit will be hosted by VC.
- The group discussed the benefits of adopting ALLY – the accessibility software that works with CANVAS. The committee recommends that the district seriously consider adopting this software for the campus.
- We discussed the use of Proctorio as an option for proctoring exams. Some of those who have viewed demos of the product are concerned about privacy issues regarding the proctoring

mechanisms that video and audio record students as they take exams. We also discussed the notion that a person can opt to take an exam at a testing center if they do not wish to use the free Proctorio option, even if there is a cost.

- The group discussed having a common place to host the list of all VCCCD faculty who have been certified to teach online. Pros and cons of hosting the list on OneDrive or Google Docs were discussed. The list needs to be backed-up and hosted via VCCCD IT, and it is desirable to be easily accessible (one-click) to faculty, Chairs and Deans who assign people to teach online. Further discussion will be needed.
- It was also recommended that we meet in the DAC training room in the future so we have access to projection and computers during the meetings.

Next meeting/final meeting of 2017-2018 AY: Wednesday, May 2, 2018: 4:00-5:30 in the DAC training room.