Present: Rachel Messinger, Matthew Moore, Scott Wolf, Gwendolyn Huddleston, Anesheh Gharbighi, Ray Tracy, John Elmer, Sharon Oxford, Dan Watkins, Tracie Bosket, Matt Spinneberg, Araceli Trujillo, Diane Scarfano, Art Sandford, Marc Boman, Ali Olson-Pacheco

Recorder: Erin Askar

Absent:

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to
Call to order	The meeting was called to order at 4:00 pm by Rachel Messinger		Day of meeting	All
Approval of Meeting Minutes	Approved			Erin

DAC, MC, OC, and VC Updates	DAC
	• Dan W. researching purchase of district-wide Camtasia site license
	   ○ Camtasia has captioning capability. Offers more accessibility options than other video editing programs
	   ○ Relay and Adobe Spark do not have as many functionalities as Camtasia
	MC
	• Design Academy continuing
	• Enrollment expected to increase for summer due to more CRNs being offered
	• Looking for instructors to pilot Proctorio
	   ○ Most libraries are not yet outfitted for Proctorio
	• NetTutor is available at MC but Cranium Café needs a lead counselor to attend training in order for MC to have access
	   ○ Next Cranium Café training session May-June
	OC
	• No update
	VC
	• Final preparations underway for 4th Annual DE Summit
	   ○ March 15, 2019 from 8 am – 1:30 pm
	   ○ Jennifer offers to moderate student panel
	   ○ Student panelists will be invited to lunch and receive a VC swag bag for participating
			Ongoing	All

	○ John Ruff (VC) to speak about economic and social accessibility issues ○ Sharon requests swag from other colleges to hand out at Summit			
CVC/OEI	CTE Online Pathways grant (for top coded CTE programs only) • Reminder: Letter of Intent due March 15 • State has $35 million total to award – each college could receive up to $500K • Awarded funds must be spent within one year and cannot be used to buy computers • Spending ideas include compensation for professional experts to build content and direct/indirect marketing for existing programs, ie OC's fully online paralegal program • $15K will be given to colleges that apply to offset expenses related to writing the grant proposal		Ongoing	Rachel
DE and Labor Contract Alignment	Jennifer on contract negotiation team and working to present language that would give faculty access to stipends. Having stipends as an option would make it possible to compensate faculty for putting their courses through OEI Rachel and Sharon volunteer for subcommittee that will discuss the OTTCC training and how it aligns with the AFT contract		Ongoing	Rachel/Jennifer
Class Climate/Student Evaluations	Meeting between Dan W. and Academic Affairs VPs at all three colleges coming up next month • Will be doing a business process analysis of the entire faculty evaluation process, including the student evaluation portion • Will assess whether all of the Class Climate features available are being used since the last update • Can the district move toward a paperless option (long term goal)? • In the short-term, how can the response rate be increased? ○ Currently, if students are using Canvas but changed their primary email address to their personal email, they cannot access the evaluations/Class Climate surveys • Rachel and Sharon volunteer to be a part of the work group that will make recommendations on revamping the evaluation program		Ongoing	Dan Watkins

Other	National OER webinar Thursday, March 7, 12:00 pm PST • Ray will be presenting about his work with OpenStax and PanOpen • Link to webinar in Faculty Hub – Matt to send out to group Matt S. participating in CCC Accessibility Center Power Point webinar on March 7 • Will be presenting on method to develop accessible pdf fliers using Power Point • John to share link to webinar with the group Most notable change in Title 5 revisions is 'student-to-student interaction' Blueprint course – a 'master shell' used by online instructors to send out or update information to multiple CRNs at the same time • Some VC faculty currently using. May be rolled out to other campuses as resources allow How to advertise through Canvas? • Currently a request is sent to an ITD and they get approval to post • Should DDEAC vet which messages are appropriate? Include on May agenda MC utilizing an equivalency process to approve LMS training when new faculty come from other colleges. Alternate training must be competency based, guided, facilitated and meet the same learning outcomes for faculty to be 'certified' Low cost textbook logo options presented • What should the price threshold be? Should be based on published price • Option 5 preferred - change LCT to LTC			All
Adjournment	The meeting was adjourned at 5:30 pm			