

**District Administrative Center
DDEAC Minutes - Draft
Thomas G. Lakin Boardroom, 108
Wednesday, May 1, 2019**

Present: Dan Kumpf, Rachel Messinger, Becky Brister, Ali Olson-Pacheco, Matthew Moore, Jennifer Clark, Araceli Trujillo, Dan Watkins, Jennifer Kalfsbeek-Goetz, Aneshah Gharbighi, Gwen Huddleston, Sharon Oxford, Ray Tracy, Scott Wolf, Marc Boman, Art Sandford

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 4:02 pm by Dan Kumpf		Day of meeting	All
Approval of Meeting Minutes	Approved			Erin
DE PD Budget Discussion	<p>The switch from D2L to Canvas resulted in savings of approximately \$150K to the DAC</p> <p>The DAC has used part of this savings to pay for Canvas daytime support and \$50K of the savings was divided among the three colleges (using the allocation model) for FY18 and FY19 to be used for DE Professional Development. It is the understanding of the DDEAC group that the \$50K would be allocated annually, as long as Canvas continued to be free to the DAC. This understanding has been confirmed in the ITAC minutes</p> <p>This amount has not been accounted for in the tentative budget for FY20 currently being developed at the DAC as the DOC and DCAS groups recall it being a 2 year agreement</p> <p>The colleges are requesting the continuance and possible increase of this funding to support DE Professional Development for faculty (ie conferences) and fund compensation for faculty (adjunct and full time) who put their courses through the OEI process</p> <p>Dan W. will request that the \$50K be added back in to the adopted budget. Once the DDEAC decides how much additional funding should be requested to compensate faculty for OEI aligning their courses and to pay POCRs, Dan W. will request the additional amount (these funds cannot be used for equipment)</p>	<p>DDEAC group to create a statement about why these funds are important and how they support Student Success and Equity and send to Jennifer Clark no later than May 8 so she can present it at the May 9 DOC meeting (VC to create draft, share with group for input. MC to send positive OEI alignment data to VC to include)</p>	All	

<p>DAC, MC, OC, and VC Updates</p>	<p>DAC</p> <ul style="list-style-type: none"> • ITAC meeting Friday, May 3 – DDEAC survey will be discussed • Dan W. will be purchasing a district-wide Camtasia site license, ideally before July 1 • Ally turned on in all courses for Summer 2019 <ul style="list-style-type: none"> ○ How is Ally being rolled out to students? How will students be trained to look for alternative formats? <ul style="list-style-type: none"> ▪ Advertise it in Canvas ▪ Inform the DSPS office ▪ Group to agree upon statement to use for advertising • Fixes and improvements have been rolled out for Class Climate surveys <ul style="list-style-type: none"> ○ Faculty and students will now receive notification emails. Reminder system also activated ○ Research on existing survey system on hold until the executive administration groups at the colleges are settled <p>MC</p> <ul style="list-style-type: none"> • New DE co-chair, Shannon Macias, from the Accounting department <p>OC</p> <ul style="list-style-type: none"> • Demo'd Portfolium at last advisory group meeting and discussed possible creation of DE contract alignment subcommittee - there were no volunteers • Matt M. providing PT ITD support until the full time position is filled <p>VC</p> <ul style="list-style-type: none"> • Just completed the Spring session of the OTTCC training which piloted the new introductory module template <ul style="list-style-type: none"> ○ Faculty seemed receptive to template during training; waiting for more feedback in surveys ○ What were the actual time savings? ○ Will be sharing at next advisory group meeting for input • Dan K., Sharon, Ali, and seven faculty from VC will be attending the OTC Conference in June • Matt, Sharon, and Ali will all be participating in the POCC training in July 		Ongoing	All
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CVC/OEI	<p>Online Pathways Grant update</p> <ul style="list-style-type: none"> MC submitted proposal requesting \$500K for building 4 CTE programs, enhancing Student Support services and adding an additional Instructional Technology Designer VC submitted proposal requesting \$500K to fund the creation of additional pathways in CTE and to develop an online communications course and online physical science lab which will enable the completion of several, fully online degrees 		Ongoing	Dan/Jennifer
	<p>Online tools/services currently being offered for free from OEI</p> <ul style="list-style-type: none"> NetTutor and Proctorio – both are up for RFP so may not be free in the near future. Will know by the end of May NoteBowl is being discontinued NameCoach will be available for free until 2021 Cranium Café will be available for free until 2020 			Sharon
	<p>CVC/OEI currently backed up on getting courses through the approval process. Have sent out a new self-assessment checklist to faculty to potentially save course reviewers time? Checklist needs clarification as intention is unclear. This back up underscores why it is important to have local, approving bodies</p>			Rachel
Other	<p>DDEAC to form subcommittee to discuss contract changes and DE/labor contract alignment? Rachel volunteers</p> <p>ITAC meeting - Discussion about the lack of a comprehensive list of software and online tools available to students. Possibly post on portal?</p> <p>Evaluating online classes</p> <ul style="list-style-type: none"> MC to share their 'Orientation to Evaluate' with VC Contract negotiation team has been made aware that the online evaluation process needs improvement <p>Review of goals</p> <ul style="list-style-type: none"> Implement and adopt Ally software (in progress) Plan and deliver the annual DE summit (complete) Align current evaluation and training processes to new 			All

	<p>AFT contract (in progress)</p> <ul style="list-style-type: none"> • Establish a process for identification, evaluation, and implementation of new DE tools and applications (continue next year) <p>OC to chair the DDEAC for the 2019-20 academic year</p> <ul style="list-style-type: none"> • Change meeting day/time? Matt to send poll for alternative day/time • Include campus updates in meeting agenda to save time? Group agrees 			
Adjournment	The meeting was adjourned at 5:32 pm			