District Administrative Center DDEAC Minutes - Draft <u>Thomas G. Lakin Boardroom, 108</u> Wednesday, November 7, 2018

 Present:
 Dan Watkins, Jennifer Kalfsbeek-Goetz, Anasheh Gharabighi, Araceli Trujillo, Rachel Messinger, Dan Kumpf, Ray Tracy, Matthew Moore, Scott Wolf, Tracie Bosket, Matt Spinneberg, Becky Brister, Laura Gentry, Sharon Oxford, Gwendolyn Lewis-Huddleston, Rick Carnahan, Mike Rose

 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 Dan Kumpf		Day of meeting	All
Approval of Meeting Minutes	Approved	Amend \$2500 to \$3000 for spending for DE Summit		Erin
DDEAC Goal Review	 Goal language revisions, presented for approval Proposed - Adopt and educate Ally software Agreed upon 'Implement and adopt Ally software' Proposed - Plan and deliver the annual DE summit Accepted as is Proposed - Align current evaluation and training processes to new AFT contract Accepted as is Proposed - Establish a districtwide DE tool identification, evaluation, and recommendation process Agreed upon 'Establish a process for identification, evaluation, and implementation of new DE tools and applications' 			Dan
DAC, MC, OC, and VC Updates	 DAC Ally project – ITAC group met to discuss roll-out process; plan still developing Working plan to mimic Banner 9 rollout – starting with smaller pilot groups across campuses to work out issues then open to larger groups over time Marc Boman working with Canvas to enable some features that are prerequisites to implementing Ally Scheduling Ally training for faculty pilot group week of November 26 DAC IT will be interviewing schools who are further along in Ally rollout for insight on pilot groups 		Ongoing	Mike Jennifer

	 14 faculty have come forward to participate in CVC/OEI Informational town hall at MC on November 15 to answer questions and generate more faculty interest in CVC/OEI OC Student evaluations of online courses discussed at campus advisory group meeting Proctorio challenges also being discussed. Difficult to use with Math students as they need to look down to use a calculator or do calculations by hand on scratch paper - hard to tell if they are looking at notes VC VC and MC both up on cvc.edu website Discussion with Kate from OEI about updates on new tools i.e. NameCoach and new OEI exchange tool (an upgraded tool that allows students to enroll and pay for classes online). OEI will be contacting DAC IT in Spring 2019 to discuss 		Jessica Sharon
VCCCD Marketing	 Patti Blair overseeing advertising and marketing for district-wide enrollment management at the DAC Ads in local publications, mailers, flyers, social media and targeted emails all being utilized to attract potential students. Online classes always mentioned in concert with face-to-face classes Upcoming mailer for Santa Paula includes the announcement of two online degrees on that campus Website redesign program coming - interviews for vendors will be conducted in December, with program kicking off in January. DAC will also be hiring a web developer New vendor and staff will continue to make adding alt text tags to images a priority for all web images, and student and staff emails Patti open to suggestions for promoting online education. If the DDEAC proposes a list of online classes and programs, she will work with the graphic arts department to include information in upcoming advertising campaigns 	Ongoing	Patti Blair
DE and AFT Contract Alignment	 Chancellor responsible to AFT, DDEAC is a recommending body Review of updated AFT sections that relate to DE, 	Ongoing	Dan/ITD

	recertification in particular		
	• How to track when faculty come up for		
	recertification (retraining on the LMS)?		
	 How to track changes in the LMS (i.e. Ally) to 		
	see if retaking the course is even necessary?		
	The word 'recertification' will allow flexibility on how		
	the contract changes can be interpreted. DDEAC needs		
	to establish recommendations.		
	The OTTCC syllabus and the new AFT contract		
	 Second sentence of syllabus under 'Time 		
	Commitment' is problematic as it states the		
	amount of time for training meetings and		
	'homework', totaling 20 hours (contract		
	stipulates any training over 10 hours will be compensated)		
	• For faculty using Canvas training as flex hours, they		
	should not exceed the 10 hour limit stated in the		
	contract. Currently VC claims 20 hours, MC claims 36		
	• Subcommittee/work group to address the AFT issues?	Next meeting	
	Group agrees. Work group to include ITDs, faculty, and		
	managers. MC, OC, and VC to recruit participants at		
	advisory group meetings		
OER Training and Low-	Gwen proposes conducting an OER training/summit to	Ongoing	Gwen
Cost Textbook	bring more awareness to OER and OER resources.	0 0	
Discussion	Event will also create an opportunity to discuss Low		
	Cost textbooks, the price threshold, and the logo (keep		
	simple to enhance legibility at any size)		
	 Reuse some materials from last training/summit? 		
	 Jessica and Ryan volunteer to be a part of the focus 		
	group. Cynthia Sheeks-McGowan recommended as		
	contact from MC as she is the OER faculty lead there		
		Next meeting	
	Gwen to reach out with possible training/summit dates, Low Cost logo ideas, and to schedule a planning	itext ince this	
	Low Cost logo ideas, and to schedule a planning		
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Student Evaluations of	 Currently a very low response rate to student online 	Ongoing	Rachel
DE Courses	evaluations		
	Work group requested to address issues – Gwen,		
	Sharon and Rachel volunteer. Marc has encountered		
	some technical and process issues and is working on		
	the software end		
	Dan Watkins also delving in to the online evaluation		Dan
	process – which department does what, and when? (ie		

	 HR, IT, campus division offices, etc.) How are students notified of online evaluations? Should an announcement be sent through Canvas? Should the instructor send it? How does an instructor request evaluations for online class? Gwen proposes a meeting with IT, HR and Marc to discuss current distribution and notification processes and develop recommended changes. DDEAC committee members invited to participate 	Next meeting	Gwen
Other	 Proctorio should be available on all browsers by January/February 2019 (currently not accessible on Chrome) DAC will be requesting an extension of the Ventura County Transportation Commission (VCTC) rider program. Increase in student ID purchases an effective gauge of ridership: 133% increase in purchase of ID cards at OC, 94% increase at VC, 14% at MC (IDs required to participate in rider program) 	Ongoing	All
Adjournment	The meeting was adjourned at 5:30 pm		