

**District Administrative Center
DDEAC Minutes - Draft
Thomas G. Lakin Boardroom, 108
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 <ul style="list-style-type: none"> • Proposed - Adopt and educate Ally software <ul style="list-style-type: none"> ○ Agreed upon ‘Implement and adopt Ally software’ • Proposed - Plan and deliver the annual DE summit <ul style="list-style-type: none"> ○ Accepted as is • Proposed - Align current evaluation and training processes to new AFT contract <ul style="list-style-type: none"> ○ Accepted as is • Proposed - Establish a districtwide DE tool identification, evaluation, and recommendation process <ul style="list-style-type: none"> ○ Agreed upon ‘Establish a process for identification, evaluation, and implementation of new DE tools and applications’ 			Dan
DAC, MC, OC, and VC Updates	<p>DAC</p> <ul style="list-style-type: none"> • 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 <p>MC</p>		Ongoing	Mike Jennifer

	<ul style="list-style-type: none"> 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 <p>OC</p> <ul style="list-style-type: none"> 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 <p>VC</p> <ul style="list-style-type: none"> 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 			<p>Jessica</p> <p>Sharon</p>
VCCCD Marketing	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Chancellor responsible to AFT, DDEAC is a recommending body Review of updated AFT sections that relate to DE, 		Ongoing	Dan/ITD

	<p>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?</p> <ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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			