

**District Administrative Center  
DDEAC Minutes - Draft  
Thomas G. Lakin Boardroom, 108  
Wednesday, September 5, 2018**

**Present:** Sharon Oxford, Ray Tracy, Scott Wolf, Becky Brister, Dan Kumpf, Rachel Messinger, Mike Rose, Matthew Moore, Art Sandford, Dan Watkins, Stephanie Branca, David ElFattal, Anasheh Gharabighi, Jennifer Kalfsbeek-Goetz, Tracie Bosket, Ryan Petitfils, (via Zoom: Diane Scarfano, Matthew Spinneberg, Araceli Trujillo)

**Recorder:** Erin Askar

**Absent:**

**Minutes:**

<b>Agenda Item</b>	<b>Summary of Discussion</b>	<b>Action (If Required)</b>	<b>Completion Timeline</b>	<b>Assigned to:</b>
Call to order	The meeting was called to order at 4:01 pm by Dan Kumpf		Day of meeting	All
Approval of Meeting Minutes	Approved			All
Opening comments from Committee Chair	Introductions of committee members for 2018-19 academic year, including new committee Chair, Dan Kumpf (VC), new faculty Co-chair, Rachel Messinger (MC) and new Vice Chancellor of IT, Dan Watkins (DAC)	None		Dan Kumpf/All
DDEAC Review	<ul style="list-style-type: none"> <li>• Meeting time of 4-5:30 pm confirmed</li> <li>• Tri-chair consideration – Oxnard to provide ‘Lead contact’ (Art Sandford) for communication purposes. More OC faculty to be recruited for DDEAC at OC DE Advisory Group meeting on 9/6/18</li> <li>• Charter needs to be updated to reflect changes proposed at prior meeting – committee recommended one AT person from ‘each’ campus. They may not necessarily need to attend meetings, but a person should be designated</li> <li>• Invite Dan Watkins, Dave ElFattal and Marc Boman (as a guest) to subsequent meetings</li> <li>• DDEAC not currently on DAC website. Dave ElFattal to investigate how to add and update agendas, minutes, etc.</li> <li>• DE Professional Development fund reinstated for 2018-19? \$50K was divided between the three campuses using the allocation model in 2017-18</li> </ul>	<p>Recruit OC faculty for DDEAC</p> <p>Update charter</p> <p>Update invitation to include new attendees Request addition of DDEAC web page to DAC website</p> <p>Check Dave Fuhrmann’s notes for renewal of DE PD fund at DAC</p>	<p>Next meeting</p>	<p>Art</p> <p>Stephanie</p> <p>VC DE Group</p> <p>Dave ElFattal</p> <p>Dan Watkins</p>

<p>Potential DDEEAC Goals for 2018-19</p>	<p>Choose 2-4 of the following:</p> <ul style="list-style-type: none"> <li>• Planning the Summit</li> <li>• Ally implementation</li> <li>• Develop standards for online course evaluation <ul style="list-style-type: none"> <li>○ In new AFT contract, DE evaluation criteria addressed. Evaluators now have to be oriented in how to evaluate an online course</li> </ul> </li> <li>• Review OTTCC training and look for opportunities and possible modifications for alignment with new AFT contract 10 hour requirement <ul style="list-style-type: none"> <li>○ In the new contract, faculty must be compensated for any required instruction/professional development course over 10 hours</li> <li>○ According to the AFT, in order for instructors to teach online, they must be determined to be 'sufficiently knowledgeable' by their Dean and Department Chair</li> <li>○ Faculty can decline an online course and still maintain their PAL</li> <li>○ Currently campuses have agreed that instructors must complete 4 week Canvas training if they want to teach online. VC quoting 20 hours for completion (5 hours of lecture plus homework) – remove information?</li> </ul> </li> <li>• Discuss growth targets to present to the Chancellor</li> <li>• Use committee to recommend technology to DAC; meet with vendors at DAC as a group</li> </ul>	<p>Review goal suggestions and bring input</p>	<p>Next meeting</p>	<p>All</p>
<p>DAC, MC, OC and VC Updates</p>	<p>DAC</p> <ul style="list-style-type: none"> <li>• Ally acquisition complete – creating plan for implementation. Aiming for early October for kick-off and Spring 2019 for full roll-out</li> <li>• OEI has changed to CVC (CA Virtual Campus)</li> </ul> <p>MC</p> <ul style="list-style-type: none"> <li>• Joined the OEI</li> <li>• Appointed a new DE coordinator, Anesheh</li> </ul>		<p>Ongoing</p>	<p>All</p>

	<p>Gharabighi</p> <p>OC</p> <ul style="list-style-type: none"> <li>• Adopting the OEI rubric in 2018-19</li> <li>• Laura Gentry hired as provisional Instructional Technology Designer</li> <li>• Scott Wolf now co-chair of OC DE Advisory group, first meeting of 2018-19 on 9/6/18</li> </ul> <p>VC</p> <ul style="list-style-type: none"> <li>• 99 hybrid and 239 online classes in Fall 2018</li> <li>• Conducted first Dean orientation for online evaluations using best practices draft</li> <li>• Hosting CanInnovate webinar in October</li> <li>• Launched DE Faculty Hub</li> </ul>			
DE Summit	<ul style="list-style-type: none"> <li>• VC hosting - tentative date/time of Friday, March 15, 2019 from 8 am – 1:30 pm</li> <li>• Hosting school to pay for Summit out of DE budget or other(?)</li> <li>• Summit theme – Accessibility and Equity? Timely given Ally launch</li> <li>• Possible speaker from Chancellor’s office?</li> <li>• Former call for proposals?</li> <li>• Request for longer time slots for Faculty Showcase</li> </ul>		Ongoing	All
Other	<ul style="list-style-type: none"> <li>• Finish Faster tool now used to advertise all online classes through the OEI. There have been some technical difficulties getting class lists uploaded. Any CA community college can have their online classes listed, not just those participating in OEI</li> <li>• The number of hybrid classes is growing – more complicated to teach than fully face-to-face or fully online. A separate training would take longer</li> <li>• All instructors are provided with a Canvas shell for their class(es). There is a separate 1.5 hour training for those interested in learning how to web-enhance using the Canvas shell. Students today expect an online component</li> <li>• September ITAC meeting cancelled – first meeting will be in October</li> </ul>		Ongoing	All
Adjournment	The meeting was adjourned at 5:32 pm			