

Distance Ed Committee Meeting Notes: 9/28/2015

Present: Shawn Abbott, Nancy Shepard, Margie White, Mike Graves, Maria Fernandez

The agenda contained 3 items:

1. Determine chair and meeting times.
 - a. Maria Fernandez was elected chair; Shawn Abbott volunteered to take notes for the group.
 - b. The group preferred monthly meetings, to be held the last Monday of the month @ 2pm.
 - c. Next meetings: Oct. 26, Nov. 30, location will vary.
2. Create mission statement.
 - a. The group revised the mission statement as follows:

This committee is charged with providing direction and leadership on matters pertaining to academic quality, student learning, and institutional effectiveness in distance education at COS.

The committee will advise and make recommendations to the Academic Senate regarding vision, policies, and implementations related to distance education. We fully understand that some items this body will consider are negotiable and will affect other departments. Thus, this committee will work closely with the COS Faculty Association and the campus community on those matters to ensure fair and equitable treatment.

3. Brainstorm general to-do list. The items are not prioritized.
 - a. Develop guidelines and policies for online instructors
 - b. Consider online instructor certification
 - c. Continued training in online education/professional development
 - d. Exam proctoring
 - e. Consider distance ed as a component of degrees—develop guidelines for percentage of online coursework in a degree
 - f. All things OEI (Canvas, timeline, generate support, proactive involvement)
 - g. Develop evaluation tool (consider OEI rubric)
 - h. Readiness materials for students
 - i. Student training in the CMS
 - j. Professional dev in accessibility and copyright
 - k. Board policy re distance ed (Online courses represent 25% of our enrollment and our course offerings)
 - l. Distance Learning Plan (campus-wide)
4. New items not on the agenda
 - a. Nancy Shepard will set up a website for us to post meeting notes and important resource links
 - b. The group chose as its first task to draft a statement of general support for the common CMS, Canvas, to present to the senate exec for inclusion in the next senate meeting.

We, the Academic Senate, support an orderly and well-planned transition to Canvas to ensure academic quality, student learning, and institutional effectiveness in distance education at COS.

We support the adoption of the statewide CMS (Canvas), with the following conditions. The transition must occur within a reasonable timeline and should include adequate time for implementing student, staff, and faculty training, as well as time to migrate courses from Etudes to Canvas.