

## Distance Learning Committee Notes: January 25, 2016

### Present:

Maria Fernandez, Nancy Shepard, Jim Gilmore, Shawn Abbott, Frank Cortese, Todd Scott and Patrice Thatcher

### Action Items:

1. Approved notes from the December meeting.  
Nancy will ensure that notes are posted on our web site.

### Information Items:

1. Updates on Canvas and Net Tutor  
Canvas FLEX activity was successful in generating faculty interest in and enthusiasm for Canvas. Patrice reported on the self-paced training. Setting up a class in Canvas could demonstrate an instructor's preparedness although this would be a significant investment of time for part-time faculty.  
  
Net Tutor has a writing tutor component. Implementation details are still being explored. There is a potential impact on the ASC, use of OWL and strategies for enrollment in EDUC 0670.
2. AP 4105 on Distance Education  
Nancy presented a draft update to the Distance Education procedure that includes suggested language from the League. The committee suggests the Procedure reference *Distance Education and Student Service Guidebooks* for details regarding implementation of the procedure. The committee also supports inclusion of wording regarding training for online instructors. The definition of "comparable" was discussed, particularly as it relates to costs for online and traditional students. Nancy will bring a revised draft to the next meeting.

### Working Session:

The committee reviewed the DL Goals Matrix. This is a "master" document to help organize the committee's work. Committee Leads may choose to create additional documents identifying the detailed tasks and timelines associated with each goal.

Goal 1.A. will now state "COS will contract with Canvas in Spring 2016." Prior to the next meeting, members will review the remaining goals for any needed revisions and consider how to fill in each of the boxes for Committee Lead, Additional Campus Participants, Completion Timeline and Status/Comments. Our next meeting will focus on completing this planning activity.