

Meeting Notes, DL Committee

September 8, 2016

Members Present: Nancy Shepard, Alison Varty, Patrice Thatcher, Anne-Marie Kuhleman, Margie White, Maria Fernandez

1. Nancy Shepard provided an update on Canvas happenings, and mentioned that members of the committee might want to request access to the DE Listserv from the Chancellor's Office. Members can request access via a HelpDesk Request.
2. Nancy has created a list of "Things to Do" for the Committee and the Campus as she prepares to retire.
3. Margie and Nancy mentioned that there is a GoPro camera that belongs to Distance Learning for faculty use. Alison Varty will be setting up the camera and it will be housed with Anne-Marie. Faculty may use the camera to create instructional videos.
4. DECT captioning grant is available. Faculty can access the DECT grant via 3CMedia Solutions website, or they can fill out the appropriate paperwork via Anne-Marie. The preferred method is to access the website.
5. Canvas Admin group (Ben, Anne-Marie, Margie, and Nancy)—this important group handles the day to day operations of Canvas.
6. The group discussed the two proposed positions—DE Coordinator (ASM) and DE Coordinator (faculty)—that will replace Assoc. Dean, Learning Resources position, and how they might assume current responsibilities. There is no timeline for implementing these positions, but the institution is aware of the critical need of these positions.
7. The Academic Senate approved the request for standing committee. New faculty were appointed: Jim Gilmore, Alison Varty, Patrice Thatcher, and Maria Fernandez. Charlie Roche expressed interest in the group, and may serve when Gilmore goes on sabbatical in the spring of 2017.
8. The group brainstormed student survey questions:
 - a. Did you need support accessing Canvas or participating in your course?
 - b. How difficult was it for you to get Canvas support?
 - c. Rate the quality of support received.
 - d. In what ways was support provided?
 - e. In what interface areas would you like training and/or support?
 - f. What student services did you access within Canvas?
 - g. Any suggestions for improvement?

9. The group discussed accessibility and the need for continued training. The group agreed to keep on the lookout for additional training resources.

10. Maria brought up training and the COS Intro to Canvas Course. This course should become a self-paced course with on campus and phone support. All FT instructors should be enrolled in the course, and PT instructors can request access via canvas.admin@siskiyous.edu

We should explore creating a facilitated course offered once every semester.

Maria to create a schedule of drop-in trainings, including 3 Saturday sessions. Hopefully, pilot instructors will be able to serve as resources during some of these drop-in sessions.

11. Status of MOU for 150.00 course conversion stipend—not in place as of 9/8/2016

12. ConferNow (Zoom) is now the default conference tool in our instance of Canvas.

13. Vericite is the tool that will be supported by the CCC/OEI, but we will have to see if it meets our accessibility requirements. Currently, the Turnitin LTI meets our requirements, and we have paid for the service through this year.

14. Adjourned