

DL Committee Meeting Minutes

9/22/2016

2-3pm, DLC 4

Members Present: Maria Fernandez, Alison Varty, Dr. Todd Scott, Anne-Marie Kuhleman, Jude Baldwin, Margie White, Ben Harris

Not present: Jenny Heath

1. Minutes approved from previous meeting.
2. Maria Fernandez was elected to continue chair duties.
3. Maria shared with the committee the duties associated with her stipend for serving as Distance Education Faculty Coordinator. The DE Faculty Coordinator serves as the chair of the DL Committee (duties and release time currently being negotiated). This stipend is for the fall only and is intended to provide information relative to the scope of duties and the amount of release time required. Maria will report to Dr. Scott, the Academic Senate, and the Faculty Association regularly.
4. The committee discussed Canvas course process for Spring 2017. Margie explained the timeline for Canvas Admin to ensure instructors who want to use Canvas in the spring can do so. Essentially, instructors must request their courses by November 15, 2016 for the Spring, and April 17, 2017 for the Summer and Fall 2017.
5. This timeline created a secondary discussion about training and certification. Margie and Maria mentioned that emails have gone out indicating instructors have access to the self-paced version of Intro to Canvas and a series of drop-in workshops and theme-based workshops offered by Margie until the end of September and Maria from October to December. The committee determined that instructors must complete LMS training by November 15, 2016 in order to be able to request Canvas courses for the spring. This timeline allows instructors 6 weeks to complete the self-paced course and attend any number of workshops.

Alison Varty wanted to know how we would certify that instructors have completed the training. Maria indicated that a final assessment and a course URL submission assignment could be added to the current course. Margie concurred. Maria noted that at this time, we are only certifying that instructors have completed the LMS training. We will use the course URL to verify complete course conversion for stipend purposes.

Maria expressed the need for a facilitated version of the course offered in the spring.

6. Maria shared that A & R could send a Student Survey to current students in Canvas Courses. No action taken on this item.

7. Committee recommended that Dr. Scott send a letter communicating Canvas timeline, training opportunities, the stipend for course conversion, and pre-requisites and timeline for using Canvas in the spring 2017 as an "early adopter". Maria will follow up on the letter and MOU for the course conversion stipend.

8. Adjourn