

## **DL Committee Meeting Minutes 10/6/2016**

Members present: Maria Fernandez, Alison Varty, Anne-Marie Kuhleman, Jude Baldwin, Patrice Thatcher, Todd Scott

Not Present: Ben Harris, Jim Gilmore

1. Minutes from the previous meeting were approved. Maria requested a note taker to assist with this task.
2. Maria provided a training and certification update. She shared a copy of the training certificate that will be issued to participants after completing the Certification Assessment.
  - 5 drop in workshops have been offered.
  - First of 3 Saturday workshops to be offered 10/8/2016 from 9-noon
  - Instructors are working through the self-paced course materials.
3. Maria mentioned the desire for a facilitated version of the Intro to Canvas course.
  - Maria will research potential trainers and trainer costs.
4. DL Webpage design was discussed. Topics included: user-friendliness; quick access to information; Dr. Scott suggested a splash page with a button/icon for faculty and a button/icon for students.
  - Anne-Marie to bring examples of DL webpages that we might adopt or adapt.
  - Alison and Jude will develop "Accessing Canvas" screencasts for use on the Student Online Help page.
4. The group discussed the issue of Ben's absence (IT department) and how it impacts canvas admin tasks. The group agreed to do research on the issue, and to take a look at other campuses to see who creates Canvas accounts for instructors.
5. DL handbook was tabled, and instead Maria shared CC committee request to review DL language in Curricunet. After discussion, the group agreed that the language as created by Margie and Nancy is sufficient.
  - The committee agreed that language pertaining to online labs should be developed.
  - A DL handbook will address many of the issues and questions pertaining to online training requirements and course standards. ETA on handbook: Dec 2016
6. Adjourned.