

## **DL Committee Meeting Minutes, May 4, 2017**

### **2-3pm, DLC 1**

Members Present: Fernandez, Varty, Thatcher, Kuhlemann, Baldwin, Tischler

Not Present: Scott, Harris

### **Action Items**

1. Minutes approved from previous meeting (Varty moved; Thatcher 2<sup>nd</sup>)
2. Committee reviewed and approved revised versions of online course quality standards docs (Best Practices and Faculty Expectations); these docs will be included in the draft DL Handbook to be completed over the summer by Fernandez
3. Committee reviewed and approved recommended online course initial approval form, process, and timeline; these recommendations will go to the Academic Senate in the Fall of 2017.
4. Committee reviewed and approved Distance Learning Mission Statement for inclusion in the draft DL handbook.

### **Discussion Items**

1. Work on spring 2017 DL goals:
  - a. Committee voted to table review of DE Website until the Fall of 2017
  - b. Committee voted to table work on draft online course evaluation tool and online student survey until the Fall 2017.

### **Actions Completed to Date**

1. Proctorio account established; we have a total of 3 Canvas integrations (Proctorio, Net Tutor, Turnitin) all of which are ADA compliant and have OEI approval.
2. DL Faculty Coordinator hosted Saturday Canvas Workshops: March 18 and May 13
3. DL Admin Coordinator reported Summer 2017 Canvas course shells have been created.