# Reedley College Distance Education Committee

April 17, 2017

3:00—4:00 PM

Canvas Conference/PCR

Minutes

David Borofka ,Donna Baker-Geidner, ~~Doug Gong~~, Ashley Calhoun, Alan Avakian, ~~Andrew Ho~~, James Davis, ~~Darin Soukup~~, ~~Ganesan Srinivasan~~, ~~Gary Sakaguchi~~, ~~Tina Luera~~, ~~Lynne Kemmer~~, ~~Shivon Hess~~, Randy Genera

## Review of March. minutes

## Chair report

* 3c Media:Tutorials have been sent out, looking for suggestions for revisions necessary.
* Smart Thinking Report: March 2017 (Feb hours in parenthesis)
* Used : 36.8 (102.48 hours)
* Sessions: 58 (156)
* Users : 44 (126)
* Balance:: 301.46
* Flyer to go out to faculty this week: Help advertise and increase faculty/student usage
* Canvas Task Force:
* Quest: What to do with this information: Presented this information to counselors who seem very keen on it’s use but the Canvas taskforce is trying to figure out how we can get the information to counselors. The taskforce has also talked about how to help students access the tutorials before enrolling. The question has also arisen if the tutorials need to be broken up, they can be very long due to the amount of information.
* Enrollment information for Quest is below and email went out to short term instructors and students (at least it should have)
* Self enrollment link <https://scccd.instructure.com/enroll/NYJ467>, let the students add themselves.
* Embed the link to Quest in the course menu, redirect tool to <https://scccd.instructure.com/courses/14502/>
* How to find Quest in the course catalog in Canvas.
* Distance Attendance: ALL courses must have attendance taken this includes Distance Education courses we have settled on using assessment measures as attendance tools. Faculty then just need to replicate their gradebook, attach dates to assessment items, and change 0 scores to absent and scores to P (or whatever designation the faculty decides)

## Old Business:

* Canvas Task Force: DONE! The new Sub-Account Structure begging Summer 2017 is:
* College
* Division
* Department
* (Will manually disaggregate)
* This will allows for announcements to all students in subaccount

## New Business

* Certification Training: Summer Cohort for distance education to begin Jul. 27
* Training/Presentations
* Tech Center Accessibility Trainer scheduled to come and present to faculty and staff on creating accessible documents.
* Scheduled Webinars: Committee agreed creating training webinars might be a good way to increase faculty-training attendance.
* Summer/Fall shells generated: please let DE coordinator/instructional designer I faculty need any support in working in their campus shells.
* POCR: Redesign for online courses: Instructional designer hopes to start a POCR club to be ready when the OEI opens up.