**Committee:** Distance Education Advisory Minutes  
**Date:** 2/24/2015  
**Time:** 3:30-4:30pm, DE Instructor Discussion, 4:30-5pm  
**Facilitators/Location/Chair:** Francine Van Meter, TLC

**Attendees:** Rachel Mayo, Francine Van Meter, Josh Sylvia (ASCC rep), Deirdre Scholar, Nancy Stucker, John Govsky, Matt Smithey

**Topics:**

<table>
<thead>
<tr>
<th>Topic, Info/Action</th>
<th>Topic Lead</th>
<th>Time on topic</th>
<th>Discussion</th>
<th>Action Items and Timeline</th>
<th>Primary Effectiveness Link</th>
</tr>
</thead>
</table>
| Chancellor’s Office Updates Info | Rachel and Francine | 30 Min | • Update on the Online Education Initiative Summit  
  o Notes from summit distributed  
  o Discussed the OEI course design rubric, basic skills instructional strategies and resources, best practices in course design, and the importance of accessible content | • How will OEI courses be recorded on transcripts?  
• Will Turnitin.com be part of the CCMS?  
• Keep Spring involved with Colleague integration process (real time drops, authentication) | Institutional Effectiveness |
| Cabrillo DE Info | Francine | 30 Min | • Future plans  
  o Consideration of adopting the CCMS  
  o Integration of Tutoring and Readiness modules  
  o Faculty training in course design and online teaching best practices  
  o Deidre is interested in her class being put forward for OEI; next round will include phase two courses, including Steve Schessler’s ENGL course. | • Cost to college for online/web-enhanced/hybrid?  
• How fast can we transition?  
• What will training and support look like locally and through OEI?  
• What’s the timeline for the different pieces of the project?  
• Possible 2-system model through the transition year? | Institutional Effectiveness |
| Agenda Building & Summary Take-away Info | | 10 Min | • Canvas demonstration  
• Up-to-date information on OEI contracted services with Canvas, NetTutor, and SmarterMeasure tools  
• Faculty training on course design; reviewers | • OEI update due end of March | None |