

CoDE Agenda

Tuesday, August 28, 2018
12:20-1:30pm - FIC Conference Room

I. Call to Order

II. Comments from the audience on agenda items only

III. Approval of Minutes – May, 22, 2018

IV. Coordinator's Report

- Next @ONE DE Certification Sept. 10 and Oct. 22 - Advertise!
- New GADER Deadline – March 15, 2019!
 - New GADER Policy/Workshops: <https://tinyurl.com/GCC-GADER>
- New DE Rep. for Guided Pathways Committee – Rachel Ridgway
- New “Derailing Online Cheating” Blog: <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-vlog-blog-faq-tips>
- “Canvas Sample Course Shell” – Virtual Committee Needed
 - All DE Faculty now have Access to this Shell!
 - SurveyMonkey under Modules for Feedback from DE Faculty
- New DE Certified Listserv: All DE Faculty are Added once Certified
 - Email: DE Strategic Plan Goals/SurveyMonkey
 - Email: Canvas Sample Course Shell Invite/SurveyMonkey
- OEI/GADER Subcommittee (Meets 2-3) - Reports to CoDE
 - Creating a Compliance Check Process for DE Classes Utilizing the Abridged OEI Rubric
 - Training to be a Peer Online Course Reviewer (POCR) in order to complete Compliance Checks
 - Develop an Overall Plan to Move GCC towards the OEI Exchange, including the promotion of the OEI Design Academy and helping faculty become ‘OEI Ready’
 - Creating a DE Mentorship Program – Goals/Responsibilities
 - Doodle Poll will be sent to interested members to set a meeting date and time during the fall term.

V. Call for additional items (for future agendas)

VI. Approval of Agenda

VII. High Priority Items

- Approval of DE Addenda Reviews
 - None Currently
- Create Short-Term (5-8 Weeks) DE Class Drop Policy: Drop by Wednesday at 11:59pm or Thursday at 11:59pm?
 - *Current Policy: 5-16 Weeks: Drop by Sunday at 11:59pm – Keep for 10-16, change for 4-8 (see handout, page 3).*
- DE 7-Year Plan – Discuss and Brainstorm
 - Strengths, Weaknesses, Opportunities, Incentives
 - DE Strategic Goals will be Shared on the DE Certified Listserv and CoDE Listserv
 - DE Strategic Goals will be brought to CoDE for approval on September 25th – please discuss changes through the DE Certified Listserv and CoDE Listserv prior to this date.

VIII. Old Business

- Individually Planned Activity (IPA) Flex for new DE courses, major revisions, OEI Self-Assessment, Compliance Checks - Set Hours?
- Review best practices for online exam taking in DE classes

IX. New Business

X. Adjournment

Fall CoDE Meetings: August 28, Sept. 25, Oct. 23, and Nov. 27

Contact Information of GCC DE Team:

- DE Coordinator: Alexa Schumacher: SV112, de@glendale.edu
- DE Faculty Development Coordinator: Julie Gamberg - SV112, jgamberg@glendale.edu
- Instructional Tech Support Specialist: Connie Lantz - SV107, clantz@glendale.edu

DE Check-In Assignment Drop Dates

Change to Wednesday/Thursday at 11:59pm?

4-Weeks Courses: Eligible to drop and receive refund: Thursday night. Census is due Wednesday in the second week of class.

5-Week Courses: Eligible to drop and receive refund: Friday night. Census is due Wednesday in the second week of class.

6-Week Courses: Eligible to drop and receive refund: Friday night. Census is due Wednesday in the second week of class.

8-Week Course: Eligible to drop and receive refund: Friday night. Census is due Wednesday in the second week of class.

Keep Sunday at 11:59pm

10-Week Courses: ? Eligible to drop and receive refund: Saturday night in the second week of class. Census is due Wednesday in the third week of class.

13-Week Courses: Eligible to drop and receive refund: Saturday night in the second week of class. Census is due Wednesday in the third week of class.

16-Week Courses: Eligible to drop and receive refund: Saturday night in the second week of class. Census is due Wednesday in the third week of class.