

## **Committee on Distance Education (CoDE)**

### Minutes

October 23, 2018

SV105

**Members Present:** Alexa Schumacher (Chair), Rachel Ridgeway (PSD), Sevada Isayan (BUSD), Robin Fishman (SSD), Amy Oliver (VPAD), Adina Lerner (LIBD), Barbara Erfurt (KIND), Melissa Basalla (CESL) – Brian McDonald (Proxy), Piper Rooney (ENGD), Caryn Panec (NCBUSD), Sandra Romero (MATH), Barbara Assadi (NCESL), Mike Eberts (LAD), Jonathan Holt (BIOD),

**Members Not Present:** Dave Martin (TAD), Molly Mercer (STSD)

**Resources:** Julie Gamberg (DEFDC), Eric Hanson (Dean), Connie Lantz (ITSS), and Ken Taira (BUSD), Johanna Quintanilla (STSD – Counseling)

- I. Call to order at 12:26pm**
- II. Comments from the committee on agenda items only (2 minutes per speaker)** – Add discussion/motion on OEI Approved LTIs to be implemented as the discretion of the DE Coordinator; discussion on Accessibility Plugins/Apps/LTIs; Creation of Sample Assignments/MOI List for DE Addendum.
- III. Approval of Minutes (MTA Rooney/Isayan) – Approved**
- IV. Coordinator’s Report**

Next @ONE DE Certification: Jan 14 and April 22 - Advertise!

  - 15 More IOTL Graduates = 215 DE Certified Faculty!
  - Encourage your colleagues to take the Free Self-Paced “Intro to Teaching with Canvas” course before IOTL!
  - <https://catalog.onlinenetworkofeducators.org/courses/intro2canvas-sp2>

New GADER Deadline – March 15, 2019!

  - New GADER Policy/Workshops:  
<https://glendale.edu/gader>

Fact Sheet for Newly DE Certified Faculty – Handout

  - <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/mandatory-de-course-requirements>

“GCC Canvas Sample Course Shell” – Now on Canvas Commons!

- Go to Commons and search “GCC Canvas Sample Course Shell” – for GCC only (not public).

OEI/GADER Subcommittee Update:

- CanInnovate! GCC GADER will host live sessions of CanInnovate in the Faculty Innovation Center (SV 105) from 10 AM - 5 PM on Friday, October 26, 2018 for ANY faculty who would like to attend (you do not have to be DE certified to attend)! Snacks, camaraderie, Chromebook use, and **Flex + GADER** available for each full workshop attended!
- November 27<sup>th</sup> CoDE meeting to be cancelled due to the Senate Holiday Party taking place on the same day/time.

#### ***V. Guided Pathways Update from Rachel Ridgway***

- Presented 10 complete or near complete online/hybrid degrees to create DE Guided Pathways.
- Richard Cortes requested that we have a master list of DE classes organized by discipline to share with co-leads who will produce the first draft meta-major maps. They are targeting to meet in Win 18 to discuss these drafts before floating them by Divisions. – Emailed to Cortes on Oct. 22, 2018.
- Nov. 8th EAB-Navigate will be on campus to demo both the student-facing and counselor-facing interface. The issue was raised of how this will integrate with People Soft (and I asked about Cranium Cafe) - a meeting is planned to discuss these very issues sometime in November.
- Tom Voden says the pilot of Program Mapper web interface in might be available in Spring 2019.
- Need fully online Math – Statistics and Calculus.
- Question: Do we want DE Hybrid and Online Guided Pathways or just Online?

## VI. *OEI Steering Committee Update from Eric Hanson*

### 1. OEI update.

- Finish Faster update (there are 9,118 fully online courses this Fall).
- Most popular subject areas for further growth are in Math, Humanities, and Oral Communication. Statistics and Calculus are the most sought after online courses.
- No longer using the term “Late Start” for classes, but “Classes when you want them”
- See [cvc.edu](http://cvc.edu), there was a 124% increase in users of the new site in two weeks.
- New branding for CVC – OEI and @ONE coming in January
- Andrea Hanstein says she spoke with all PIOs
- Only completely online ADTs will be included in the CVC, no hybrid or AA/AS degrees.
- Jay Field is IT/Tech contact: [jfield@cvc.edu](mailto:jfield@cvc.edu)
- Statewide Senate proposal on the OEI Rubric, updated: <https://onlinenetworkofeducators.org/course-design-academy/online-course-rubric/>

### 2. Tools update.

- Name Coach – Now available
- NoteBowl webinar is being planned, enhanced community building tool
- Badger not supported by OEI but is by Canvas and can be used – already in Canvas at GCC

### 3. Possible Idea for Course Review

- 5 year plan to create local POCRs
- Strategy needed for putting courses through Course Review, suggested to use cohorts that last 8-10 weeks, they get free Instructional Design support and have weekly meetings they must attend. New cohorts will start every 6-8 weeks.

### 4. Science online

- -keep SLOs from stating “hands-on”
- -Geology offered at several campuses (MiraCosta) – Box of Rocks, lab kits

**VII. Approval of Agenda (MTA Isayan/Rooney) – Approved Unanimously**

**VIII. High Priority Items**

- Approval of DE Addenda Reviews
  - LING 101 (CESLD)
  - ENGL 111 (ENGD)
  - PE 101 (KIND)
  - PE 102 (KIND)
- **(MTA Isayan/Rooney) – Approved Unanimously**

**IX. Old Business – None**

**X. New Business**

- Presentation of Design Academy, OEI Rubric Alignment and Running your OEI Approved Course in the OEI (Gamberg) **(MTT Isayan/Romero) – Approved Unanimously**
- Updated and Approved New Title IV Language
  - What other items might we need to update?
    - DE Addenda Reboot Taskforce? **Yes – convene in the spring 2019 to create a Google doc.**
- Added to Agenda: “Motion to give permission to the DE Coordinator to implement CVC-OEI approved LTIs into Canvas.” - **(MTA Isayan/Erfurt) – Approved Unanimously**

**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](mailto:de@glendale.edu)
- DE Faculty Development Coordinator: Julie Gamberg - SV112, [jgamberg@glendale.edu](mailto:jgamberg@glendale.edu)
- Instructional Tech Support Specialist: Connie Lantz - SV107, [clantz@glendale.edu](mailto:clantz@glendale.edu)
- Assistant Instructional Tech Support Specialist: Daniele Ingrao - SV112, [dingrao@glendale.edu](mailto:dingrao@glendale.edu)

# Don't Forget to Tell your Division...!

(Reminders from CoDE: October 23, 2018)

- Register for next [DE Certification](#) Jan. 14 or April 22!
  - Earn 40 hours of Flex or a 1.25 step-in-column
- Complete Required [GADER](#) (Glendale Annual DE Recertification) Hours by March 15, 2019
  - New Deadline – Contact Julie at [defacdev@glendale.edu](mailto:defacdev@glendale.edu)
- Fact Sheet for Newly DE Certified Faculty – Handout
  - <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/mandatory-de-course-requirements>
- “GCC Canvas Sample Course Shell” – Approved and on Canvas Commons now for download!
  - Email Connie at [clantz@glendale.edu](mailto:clantz@glendale.edu) for help.
- New OEI/GADER Subcommittee to discuss all things Online Education Initiative (OEI)
  - Still accepting volunteers – email: [de@glendale.edu](mailto:de@glendale.edu)
- November 27<sup>th</sup> CoDE meeting to be cancelled due to the Senate Holiday Party taking place on the same day/time – A CoDE Updates/Reminders email will be sent prior to Nov. 27<sup>th</sup>.
- Spring 2019 CoDE: *Feb 26, March 26, April 23, May 28*