CoDE Agenda
Tuesday, May 28, 2019
12:20-1:30pm - FIC Conference Room

I. Call to Order
II. Comments from the audience on agenda items only
III. Approval of Minutes – April 23, 2019 (attached)
IV. Coordinator's Report

- **Next @ONE DE Certification: (July and September Sessions – *Full*)**
  - **New Fall IOTL Fall Section – October 7 to November 4!**
  - Website: https://tinyurl.com/DE-Certification
  - Please encourage your colleagues to take the Free Self-Paced "Intro to Teaching with Canvas" course before IOTL!
    - https://catalog.onlinenetworkofeducators.org/courses/intro2canvas-sp2

- ***UPDATED* "GCC Canvas Sample Course Shell" - On Canvas Commons!**
  - New DE Website Icon under DE Faculty Center
  - Website: https://tinyurl.com/DE-Fac-Center
  - Or, email Connie (clantz@glendale.edu) for help

- **New Canvas DE Resource Shell!**
  - Announcements/Reminders will come from Shell
  - DE Certified Faculty will receive GCC email invite to join the Shell
  - Self-Enroll Code will be available upon request and on the GADER Website

- **New Committee on Canvas Tools!**
  - Interested faculty (DE and non-DE) were sent an Invite to join
    - DE Certified Faculty were sent an email invite to self-enroll
    - Email de@glendale.edu if you would like to be added!
    - Self-Enroll Code will be available on the Canvas DE Resource Shell

- **It's Back!** Release Time Opportunity for the OEI Design Academy!
  - This opportunity is for full-timers and two adjuncts per spring/fall!
  - GCC OEI Website: https://tinyurl.com/gcc-cvc-oei
  - Design Academy: https://tinyurl.com/de-design-academy-opportunity
  - How to Submit a DE Course to the DA: https://tinyurl.com/GCC-POCR

- **New Gradebook in Canvas to Replace Current Gradebook**
  - Will be turned on globally at end of July 2019 (automatically)
  - Turn on now under Settings>Feature Options
  - Enhanced Interface – easier to scroll/enhanced interface
  - New Feature: Auto-Set "Late Submissions" for calculated deductions

- **Student "Display Name and Full Name Feature" in Canvas!**
  - Will be turned on globally from fall 2019-spring 2020 for a pilot
  - Email notification will go out once it is turned on (ETA – End of July)
  - Students can click on Account>Settings>Edit Settings
  - Will send notice through DE Canvas Resource Shell

- **Acrobat Pro (PC/Mac) is available free to faculty – Visit or Email IT!**
  - Please email the Helpdesk (helpdesk@glendale.edu) and request that this software be installed on your office computer

- **Notebowl (Bulletin) LTI in Canvas to be discontinued at end of July 2019**
  - Email notification will go out with an end date warning/again after it ends

- **VeriCite Plagiarism Tool in Canvas will be replaced by Turnitin (Aug 2019)**
  - Email notification will go out with an end date of VeriCite and a start date of Turnitin – no disruption in use is expected. Turnitin will operate like VeriCite

- **Pulling Student Pictures from PeopleSoft to Canvas?**
  - IT (Simon M.) says this is possible within PeopleSoft functionality
  - Request to be added to the PeopleSoft Committee was sent to the CISO

- **Ally Canvas Accessibility Tool** (https://tinyurl.com/gcc-ally)
  - Ally will be turned on globally before fall 2019 (sum 2019 for pilot classes)
  - Email notification will go out once it is turned on for DE (ETA – Early June)
  - Email notification will go out once it is turned on for All (ETA End of July)

- **DE Course Compliance Verification Form – Sent to Academic Affairs**
  - Form will be given to DE faculty each term, but no signature will be required

- **Approved DE Addenda List Now Available for CoDE and C&I Reps**
  - Webpage: https://tinyurl.com/de-policies
  - DE Policies and Procedures>Approved Distance Education Addenda List

- **OEI Peer Online Course Reviewer (POCR) Training:**
  - POCR 4: July 8-Aug 4 and POCR 5: July 22-Aug 18

- **DE and the Collective Bargaining Agreement (Guild Contract) – attached**
  - Notable Academic Senate DE Approvals and the Guild Contract
  - Webpage: https://tinyurl.com/de-policies

- **How is CoDE and DE doing with Goals and Objectives**
  - See attachment of DE Goals/Objectives – Progress!

V.   *Guided Pathways Update from Rachel Ridgway*
VI.   *Julie Gamberg – DE Faculty Development Coordinator*
VII.   *OEI Steering Committee Update from Eric Hanson*

VIII.   ***Call for additional items (for future agendas)***
IX.   **Approval of Agenda**
X.   **High Priority Items**
Approval of DE Addenda Reviews
1. OBT 50 (Cindy Pollack – NCBUSD – COR 9/16)
2. BUSAD 163 (Rafael Cardona – BUSD – COR 10/18)
3. BUSAD 165 (Rafael Cardona – BUSD – COR 3/19)
4. ENGL 101 (Julie Gamberg – ENGLD – COR 4/24/19)
5. MUS 120 (Byron Delto – VPAD – COR 12/2017)
6. ACCTG 160 (Sevada Isayan – BUSD – COR 5/22/2019)
7. ACCTG 150 (Sevada Isayan – BUSD – COR 5/22/2019)
8. ACCTG 250 (Sevada Isayan – BUSD – COR 5/22/2019)
9. BUSAD 112 (Sevada Isayan – BUSD - COR 5/22/2019)
10. BUSAD 114 (Sevada Isayan – BUSD – COR 5/22/2019)
11. BUSAD 116 (Sevada Isayan – BUSD – COR 5/22/2019)
12. BUSAD 169 (AKA: 205) (Sevada Isayan – BUSD – COR 5/22/2019)
13. RE 101 (Sevada Isayan – BUSD – COR 5/22/2019)
14. RE 105 (Sevada Isayan – BUSD – COR 5/22/2019)
15. RE 120 (Sevada Isayan – BUSD – COR 5/22/2019)
16. RE 195 (Sevada Isayan – BUSD – COR 5/22/2019)
17. MCOMM 120 (Mike Eberts – LAD – COR 5/22/2019)

XI.   ***Old Business***
- **Motion to Approve GADER from March 16-March 15** (Julie Gamberg)

- **Motion to add Early Alert category for DE courses?**
  - Early Alert in PeopleSoft has many categories (attached picture)
  - No option is for DE or Online Work -
    - Add: "Complete coursework on Canvas"
    - Add: "Complete online assignments/discussions"
    - Add: "Complete coursework online"

XII.   ***New Business***
- **Motion to add DE Information Link to Online Schedule of Classes?**
  - Use which link? https://www.glendale.edu/online or
  - glendale.edu/class-schedule/distance-education/getting-started-with-de-at-gcc

X.   ***Adjournment***

Fall 2020 CoDE Meetings: *September 24, October 22 and November 26*

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

CoDE Minutes
Tuesday, April 23, 2019
12:20-1:30pm
SV105 (FIC Conference Room)

Members Present: Alexa Schumacher (Chair), Rachel Ridgway (PSD), Dave Martin (TAD), Amy Oliver (VPAD), Sevada Isayan (Proxy: Ken Taira - BUSD), Adina Lerner (LIBD), Barbara Erfurt (KIND), Piper Rooney (ENGD), Caryn Panec (NCBUSD), Melissa Basalla (CESL), Barbara Assadi (NCESL), Mike Eberts (Proxy: Samantha Garagliano - LAD), Jonathan Holt (BIOD), Judy Redman (HSD), Cindy Pollack (ADJ), Taguhi Chalikyan and Cindy Salazar (ASGCC).

Members Not Present: Robyn Fishman (SSD), Sandra Romero (MATH), and Molly Mercer (STSD).

Resources: Eric Hanson (Dean), Connie Lantz (ITSS), Francien Rohrbacher (C&I), and Zohara Kaye (Guild).

  I.   *Call to Order at 12:26pm*
  II.   *Comments from the audience on agenda items only*
  III. **Approval of Minutes – March 26, 2019 (MTA: Panec/Taira) – Approved**
  IV.   *Coordinator's Report*

  - **Next @ONE DE Certification: July 22 and September 30 - Advertise!**
    o Website: https://tinyurl.com/DE-Certification
    o Please encourage your colleagues to take the Free Self-Paced "Intro to Teaching with Canvas" course before IOTL!
        ▪ https://catalog.onlinenetworkofeducators.org/courses/intro2canvas-sp2

  - **"GCC Canvas Sample Shell - Updated" - On Canvas Commons!**
    o New DE Website Icon under DE Faculty Center
        ▪ https://tinyurl.com/DE-Fac-Center
        ▪ *Can now Preview materials on Commons before download*
    o Or, email Connie (clantz@glendale.edu) for help.

  - **New CoDE Resource!**
    o Cindy Pollack **(voting member)** representing GCC Adjuncts!
    o Designated DE Counselor (All Counselors know about DE – Troy Davis)
    o Waiting for representative from the GCC Student Body and ASGCC
        ▪ **Welcome (voting members) Taguhi Chalikyan/Cindy Salazar!**

  - **@ONE DE Faculty Trainer 20% RT Opens in Fall for Spring 2020**
    o Teach IOTL 4-times a year – full description to be available soon
    o *Was approved in April – should be posted very soon (before summer)*

- **DE Strategic 5-Year Plan - Approved by Academic Affairs**
  - Website: https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-policies-procedures
  - Will review DE Goals/Objectives for Progress in May CoDE meeting

- **March 21, 2019 1:40-3:10 p.m., SV 233**
  - **MSC** 22 Yea/0 Nay/1 Abstain Motion 2019-04: The Senate approves AR 4105 (Administrative Regulation on DE).
  - Website: https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-policies-procedures
  - BP4105 in progress (Board Policy on DE)

- **DE Faculty Evaluation Form**
  - Sent to Guild for review (taskforce concludes)
  - Estimated time of implementation – spring 2020

- **March 21, 2019 1:40-3:10 p.m., SV 233**
  MSC 10 Yea/7 Nay/6 Abstain Motion 2019-05: The Senate approves the proposed Distance Education Verification Form created by the Committee on Distance Education.
  - Sent to Guild, Academic Affairs and requested Legal Review was made
  - Estimated time of implementation – fall 2019 or spring 2020
  - Thoughts/concerns from Divisions?

V.   *Guided Pathways Update from Rachel Ridgway - None*
VI.   *Julie Gamberg – DE Faculty Development Coordinator - None*
VII.   *OEI Steering Committee Update from Eric Hanson*
- *Notebowl (Bulletin) LTI in Canvas to be discontinued at end of July 2019*
- *VeriCite Plagiarism Tool in Canvas will be replaced by Turnitin (Aug 2019)*

VIII.   *Call for additional items (for future agendas) - None*

IX.   **Approval of Agenda (MTA: Rooney/Pollack) - Approved**

X.   **High Priority Items**
- Approval of DE Addenda Reviews – **(MTA: Rooney/Panec) - Approved**
  - Engl 122 (Amar Ravva – ENGD)
  - Photo 130 (Amy Oliver – VPAD)
  - Engl 182, Engl 183 (Shant Shahoian – ENGD)
  - Art 115 (Emily Haraldson – VPAD)
  - BUSAD 177 (Araik Margaryan – BUSD)
  - FIRE 101, 102, 103, 104, 105 (Tracy Rickman – TAD)

XI. *Old Business*

- **Ally by Blackboard Presentation**
    - https://www.youtube.com/watch?v=FmUTPI4sujo (Introduction)
    - https://www.youtube.com/watch?v=2ylI2A2DdVg (Student View)
    - https://www.youtube.com/watch?v=hJx-AW1EFdo&t=1s (Instructor Guidance)
- **Discussion: Acrobat Pro is available free to faculty.** Please email the Helpdesk (helpdesk@glendale.edu) and request that this software be installed on your office computer. There is a PC and Mac version available (https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html)
- **Question:** Ask Canvas Helpdesk if student photos in PeopleSoft can be transferred to Canvas as the main Avatar Picture.

XII. *New Business*

- ~~**Motion to implement: Ally by Blackboard (Not Needed!)**~~
    - ~~Turn "On" for all Summer DE Classes?~~
    - ~~Turn "On" for some Summer DE Classes (particular Divisions?)~~

- **Motion to create: DE Canvas Tools Committee – (MTA: Rooney/Erfurt) – Approved.**
    - Volunteers to demo and recommend Canvas tools to CoDE

- **Motion to create: Urgent DE Addenda Approval Committee – (MTA: Rooney/Pollack) – Approved.**
    - Convenes only when DE Addenda must be approved in urgency
    - **Rachel Ridgway (Faculty), Emily Haraldson (Guild), Alexa Schumacher (CoDE), Piper Rooney (Senate) will sit on Committee**
        - March 21, 2019 1:40-3:10 p.m., SV 233 Motion 2019-11 **MSC** 21 Yea/2 Nay/0 Abstain (Hastings/Mack): The Senate approves the creation of an emergency CoDE committee to review and approve Distance Education addenda before Monday, March 25, in time for the DE Courses to be included in the print catalog to go to print on Monday, March 25th, (before the official CoDE meeting on Tuesday, March 26th.)

- **Motion to turn on "Display Name Edit" feature in Canvas? – (MTA a 1-year pilot (starting fall 2019-spring 2020) with the Display Name Edit feature turned on in all Canvas courses – revisit during May 2020 CoDE Meeting: Rooney/Taira) – Approved with Opposed by Basalla.**
    - Pros and Cons, consulted with IT and Canvas Tech Support
    - Pro: Student can modify their Display Name
        - This name will be used in discussions, messages and comments
    - Con: Student can also modify their Full Name
        - This name will be used for grading, but in Roster/PeopleSoft

- **Motion to add Early Alert category for DE courses?**
  - Early Alert in PeopleSoft has many categories (attached picture, p. 8)
  - No option is for DE or Online Work -
    - Add: "Complete coursework on Canvas"
    - Add: "Complete online assignments/discussions"
    - Add: "Complete coursework online"

- ~~**Motion to implement: Proctorio for Online Exam Proctoring (Tabled Indefinitely unless interest is shown from a Division)**~~
  - ~~Glendale Community College - Document Portal~~
  - ~~CoDE to recommend guidelines on how to use Proctorio with students?~~
  - ~~FERPA Compliant – can take out personal information in PDF analysis~~
  - ~~Proctorio cannot see/access personal information – encrypted~~
  - ~~Only authorized GCC Personnel can access video, such as Instructors~~
  - ~~Instructors can decide what is or is not suspicious student behavior based on parameters set within the Proctorio Settings.~~
    - ~~Can customize Proctorio with Admin settings~~
    - ~~Settings on suspicious student behavior, 1-6, to show flags~~
  - ~~Turn on or off audio/video and equity issues~~
  - ~~Let Divisions, Division Chairs, and Judiciary Board know of Proctorio~~
  - ~~Josh Dyer (josh@proctorio.com) is our Rep and will provide Training~~
  - ~~Attended: Piper R, Connie L, Jonathan H, Rachel R, Eric H - Present~~

X. **Adjournment**

Spring 2019 CoDE Meetings: *February 26, March 26, April 23 and May 28*

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

Don't Forget to Tell your Division…!

(Reminders from CoDE: April 23, 2019)

- **Register for DE Certification Training - July 22 and Sept. 30!**
  - https://tinyurl.com/DE-Certification
  - Earn 40 hours of Flex or a 1.25 step-in-column

- **Ally Canvas Accessibility Tool** (https://tinyurl.com/gcc-ally)
  - Ally will be turned on globally in the fall 2019 (sum 2019 for pilot classes)

- **New and Improved Streamlined DE Addendum Form:**
  - Access and submit here: https://tinyurl.com/de-addendum

- **Updated DE Handbook: 2019-2020**
  - Webpage: https://tinyurl.com/de-policies

- **Submit your Online Course to the OEI Design Academy!**
  - Website: https://tinyurl.com/gcc-cvc-oei

- **Cross-List your Online Course in the CVC-OEI!**
  - Contact the DE Coordinator for more information (de@glendale.edu)

- **UPDATED "GCC Canvas Sample Course Shell" – Canvas Commons!**
  - Webpage: https://tinyurl.com/de-sample-course
  - Email Connie at clantz@glendale.edu for help, if needed.

- **New Canvas Tools Now Available with Tutorials/Tech Support!**
  - Tutorials/Tech Support: https://tinyurl.com/gcc-cvc-oei
  - Ecosystem Canvas Shell: https://cvc.edu/ecosystem/
  - Notebowl (Bulletin) LTI in Canvas to be discontinued at end of July 2019
  - VeriCite Plagiarism Tool in Canvas will be replaced by Turnitin (Aug 2019)

- **DE Canvas Tools Committee Created – All Welcome!**
  - Email de@glendale.edu to be added to the Canvas Committee Shell

- **Student "Display Name Edit" feature in Canvas** will be turned on from fall 2019-spring 2020 for a pilot. Email de@glendale.edu with questions.

- **Urgent DE Addenda Approval Committee was approved!**
  - Rachel Ridgway (Faculty), Emily Haraldson (Guild), Alexa Schumacher (CoDE), and Piper Rooney (Senate) will compose the Committee

- **Remaining Spring 2019 CoDE Meeting:** *May 28*
  - Please come as a resource!

Early Alert in PeopleSoft – Current Categories

A	Improve your class attendance and/or participation
B	Improve reading, writing, or computational skills
C	See your counselor as soon as possible
D	See your equity counselor as soon as possible
E	Enroll in a Study Skills course (ST DV 141)
H	Complete your assignments and homework
I	Meet with your instructor during office hours
K	Excellent participation in class.
L	Regularly attend a lab for this course
M	More time on task required (i.e., study and review
S	Go to the Learning Center and/or Tutoring Center (
T	Improve your test scores or classroom performance
X	You are in danger of failing this course

Distance Education and the Collective Bargaining Agreement (Guild Contract)

The GCC Collective Bargaining Agreement (July 1, 2015 - June 30, 2018) - Updated December 18, 2018 - affects all GCC Faculty, including those who teach in DE.

Article VI, Section 16E. "Faculty members shall not be assigned online or hybrid courses without their consent. Only faculty members who complete a training course, approved by Glendale Community College's Committee on Distance Education (CoDE) for online and hybrid courses, shall be offered such courses."

Article VI, Section 16F. "A faculty member who creates a new course, or converts an existing course to online or hybrid shall maintain the right of first refusal to teach that course for four (4) consecutive primary semesters, provided that: 1. there is adequate enrollment to offer the course and, 2. the faculty member does not receive an unsatisfactory evaluation 3. the faculty member has completed training approved by CoDE."

Article VI, Section 16G. "No contract instructor shall be assigned distance education (fully online and/or hybrid) courses for more than 67% of his/her load."

Article VI, Section 3. Office Hours A. "For online office hours, instructors shall communicate with their students synchronously. It is recommended that the faculty member send a notification to their students at the beginning and end of each office hour period held online...Instructors should offer office hours in blocks no shorter than thirty (30) minutes each."

Goal 1: Develop and Promote Principles of Excellence in DE Program Quality

9. In collaboration with the Guild and Academic Senate, create a DE Instructor Evaluation Form and process to effectively measure the effectiveness of online teaching practices and compliance with DE state regulations, federal laws, and accreditation guidelines.
a. Person(s) Responsible: DEC, DEFDC, Senate/Guild, Dean of Library
b. Fiscal Resources Needed: None (within job duties)
c. **Estimated Timeframe: Fall 2018-Spring 2020 – Created, in Governance**

10. Create and encourage a DE end-of-course survey for all DE students to complete in order to gather data on the effectiveness of course delivery and retention/persistence to make future DE program recommendations.
   a. Person(s) Responsible: FDC, DEFDC, DEC, Title 5 Grant Manager
   b. Fiscal Resources Needed: None (within job duties)
   c. **Estimated Timeframe: Fall 2018-Spring 2020 – Started, but not Finished!**

11. Find representation to sit on CoDE, as a voting member or resource, from the Academic Senate and Open Education Resources (OER), to ensure that these voices are heard when making important decisions.
a. Person(s) Responsible: DEC
b. Fiscal Resources Needed: None (within job duties)
c. **Estimated Timeframe: Spring 2018-Fall 2020 – Piper: Senate/Adina: OER**

Goal 2: Develop and Promote Principles of Excellence in DE Course Quality

1. Hire a full-time Instructional Designer to aid in the goal of increased quality within DE course design as supported by the CVC-OEI Course Design Rubric and other recognized state regulations, federal laws, accreditation guidelines, and effective DE practices.
a. Person(s) Responsible: Dean of Library, VPI
b. Fiscal Resources Needed: Institutional Funding
c. **Estimated Timeframe: Fall 2018-Spring 2020 – Interviewing Summer/Fall Start?**

2. Hire an Alternative Media Specialist and/or individual that can assist with Canvas technical support, with knowledge of universal course design, accessibility issues and solutions, and training support on pedagogy through the support of the CVC-OEI Course Design Rubric if desired.
a. Person(s) Responsible: Dean of Library, VPI
b. Fiscal Resources Needed: Institutional Funding
c. **Estimated Timeframe: Fall 2018-Spring 2020 – In Program Review**

7. In collaboration with the Academic Senate, create a DE Course Compliance Checklist review process with the Academic Senate approved CVC-OEI Course Design Rubric to ensure that DE courses are meeting the minimum DE state (Title 5) regulations, federal laws (ADA/508/FERPA) and accreditation guidelines in preparation for Accreditation, Program Review, and Department of Education visits, audits, and/or reviews.
a. Person(s) Responsible: DEC, DEFDC, Senate, CVC-OEI Subcommittee
b. Fiscal Resources Needed: None (within job duties)
c. **Estimated Timeframe: Fall 2018-Spring 2020 – Created, in Governance Process**

Goal 5: Maximize the use of Canvas capabilities to improve the quality of our Online offerings
2. Create a set of CVC-OEI endorsed LTI links in the navigation bar within Canvas to increase students' access and decrease the performance gap between face-to-face and online courses through effective course design and regular and substantive contact in the online teaching environment.
a.   Person(s) Responsible: DEC and DEFDC
b.   Fiscal Resources Needed: None (within job duties)
c.   **Estimated Timeframe: Fall 2018-Spring 2020 – In progress!**

Goal 6: Collaborate to Expand Student Support Services for DE Students
2. Collaborate with Student Services to integrate a DE component and SmarterMeasure/Quest into a New Student Orientation so all students, especially nontraditional and returning, are exposed to DE at GCC and are ready to take a DE class before registration.
a.   Person(s) Responsible: DEC, DEFDC, DE Faculty
b.   Fiscal Resources Needed: Institutional Funding/Division Funding
c.   **Estimated Timeframe: Fall 2018-Spring 2020 – In progress!**

3. Consult with Student Services, IT, and community colleges within the state about Best Practices in relation to automatic Welcome Notifications from IT, as well as Best Practices for Instructor-Generated Welcome Letters. The Welcome Notification from IT serves to encourage students to review the Instructor-Generated Welcome Letter that will be emailed to all students registered for that instructors DE course 2-5 days before the course begins.
a.   Person(s) Responsible: DEC, IT, Deans, Student Services
b.   Fiscal Resources Needed: None (within job duties)
c.   **Estimated Timeframe: Fall 2018-Spring 2020 – Need to Discuss!**

4. Continue to encourage the Online Reference Librarian access with 24/7 library chat service as well as offering other library support services, such as library research guides embedded in Canvas and/or an online library orientation.
a.   Person(s) Responsible: DEC, Dean of Library
b.   Fiscal Resources Needed: None (within job duties)
c.   **Estimated Timeframe: Fall 2018-Spring 2020 – In progress!**

Goal 8: Meet all Requirements of Participation in the CVC-OEI Consortium Cohort
2. GCC commits to achieving, within two (2) academic years, an initial target of aligning at least 20% of the College's existing annual online section inventory to the CVC-OEI Course Design Rubric using the CVC-OEI Peer Online Course Review process.
a.   Person(s) Responsible: DEC, DEFDC, Senate, Dean of Library
b.   Fiscal Resources Needed: None (within job duties)
c.   **Estimated Timeframe: Fall 2018-Fall 2020 – In progress!**

3. Of this 20% section inventory, as pedagogically appropriate, incorporate CVC-OEI technologies and support services, such as: online student readiness (with diagnostic), online counseling, online tutoring, and online proctoring services.
a.   Person(s) Responsible: DEC, DEFDC, Senate, Dean of Library
b.   Fiscal Resources Needed: None (within job duties)
c.   **Estimated Timeframe: Fall 2018-Fall 2020 – In progress!**