**CoDE Agenda**

Tuesday, February 25, 2019

12:20-1:30pm - FIC Conference Room

1. ***Call to Order***
2. ***Comments from the audience on agenda items only***
3. **Approval of Minutes –** Nov. 26, 2019 (emailed)
4. ***Coordinator’s Report***

* **GCC DE Resource Shell: Self-Enroll:** <https://gcc.instructure.com/enroll/YEARDN>
  + Announcements/Reminders will come from Shell/Reduces Emails
  + *Not Getting Announcements? Turn them on under Settings>Notifications*
* **Newly Created! “*GCC Distance Education Faculty Page*” Facebook:** 
  + Like our page for updates, reminders, DE tips and tricks!
* **New Gradebook:** Launched January 2020! <https://community.canvaslms.com/videos/4325-new-gradebook-overview>
* **New Quizzes:** Launch Summer 2020 - available for activation under Settings>Features: Review: <https://community.canvaslms.com/docs/DOC-12115-new-quizzes-feature-comparison>
* **New Analytics:** Launch March 2020 - available for activation under Settings>Features: Review: <https://community.canvaslms.com/docs/DOC-17998-41521003848>
* **GCC Unique DE Policies – Handout**
  + Found in the DE Faculty Resource Shell and attached **(last page)**
* **Learning Center Navigation Link Added “Free Tutoring and Workshops”**
* **OEI Will No Longer be Funding the Following Tools as of July 2020**
  + NameCoach, Proctorio, and SmarterMeasure
  + With this new information, the discussion to implement Proctorio is tabled.
  + Approved for 2020-2021: Quest, NetTutor, Cranium Café, Pisces (WWW)
* **Personal Pronouns Turned On In Canvas: She/her, He/Him, Them/They**
  + Edit Pronouns: Account>Settings>Edit Settings>Pronouns
  + **Add More Pronouns Sets? Please Advise.**
* **New Pilot: Pronto – Social Engagement Tool!**
  + Fabiola Torres – Ethnic Studies Instructor ([ftorres@glendal.edu](mailto:ftorres@glendal.edu))
  + Email Fabiola if you would like to be part of this Pilot!
* **Approved DE Addenda List Now Available for CoDE and C&I Reps**
  + <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-policies-procedures>
  + DE Policies and Procedures>Approved Distance Education Addenda List
* ***DE Trainer and DEFDC (and Introduction) from Samantha Garagliano***
  + IOTL DE Certification: <https://tinyurl.com/DE-Certification>
* ***Instructional Designer Update (and Introduction) from Katie Datko***
  + Katie Datko

*Instructional Designer*

Glendale Community College

(818)240-1000 x3458

[Schedule a Meeting with Me](Schedule%20a%20Meeting%20with%20Me)

(<https://doodle.com/mm/katiedatko/schedule-a-meeting-with-katie>)

1. ***Guided Pathways Update from Rachel Ridgway***
2. ***OEI Steering Committee Update from Eric Hanson***
3. ***Call for additional items (for future agendas)***
4. **Approval of Agenda**
5. **High Priority Items**

**Approval of DE Addenda Reviews**

1. **Sonali Perera** (MOA 184 – BUSD – COR: 11/19/2019)
2. **Sonali Perera** (MOA 195 – BUSD – COR: 11/19/2019)
3. **Sonali Perera** (MOA 197 – BUSD – COR: 11/19/2019)
4. **Sonali Perera** (MOA 182 – BUSD – COR: 2/01/2020)
5. **Jeanette Farr** (TART 101 – VPAD – 11/11/2019)
6. **Joanna Parypinski** (ENGL 103 – ENGD – COR: 3/18/2018)
7. **Jessica Groper** (ENGL 130 – ENGD – COR: 11/13/18)
8. **Nareh Manooki** (ENGR 156 – TAD – COR: 4/01/2016)
9. **Brian McDonald** (ESL 159 – CESLD – COR: 11/2019)
10. **Brian McDonald** (ESL 151 – CESLD – COR: 2/2020)
11. **Brian McDonald** (ESL 141 – CESLD – COR: 2/2020)
12. **Brian McDonald** (ESL 133 – CESLD – COR: 2/2020)
13. **Brian McDonald** (LING 101 – CESLD – COR: 2/2020)
14. **Nicholas Smith** (SPCH 117 – LAD – COR: 2/1/2020)
15. **Tracy Rickman** (FIRE 106 – TAD – COR: 2/2020)
16. **Tracy Rickman** (FIRE 108 – TAD – COR: 2/2020)
17. **Tracy Rickman** (FIRE 114 – TAD – COR: 2/2020)
18. **Amy Oliver** (ARTH 101 – VPAD – COR: 12/2019)
19. **Sarah Mecheneau** **(**FREN 104 – LAD – COR: 10/2019)

* **Introduction to OER and the OER @ GCC Guide**
  + Caroline Challam – OER & Distance Education Librarian
* **Demo of Hypothesis – Collaborative Annotation Tool!**
  + Rosemary Kwa – DE English Committee Chair and English Instructor
  + Pilot underway! Email Katie Datko ([cdatko@glendale.edu](mailto:cdatko@glendale.edu))

1. ***Old Business***

***New Business***

* **GCC Distance Education Handbook: 2020-2021 Update** 
  + Please review and take to Divisions for comments/concerns
  + Email comments to [de@glendale.edu](mailto:de@glendale.edu) for discussion on March 24, 2020

1. ***Adjournment***

***Spring 2020 CoDE Meetings*:** February 25, March 24, April 28 and May 26

**WECOME BACK TO CODE AND THE SPRING 2020 TERM!**

Instructional Designer: Katie Datko: [cdatko@glendale.edu](mailto:cdatko@glendale.edu)

DE Coordinator - Alexa Schumacher: [de@glendale.edu](mailto:de@glendale.edu)

DE Trainer and DEFD - Samantha Garagliano: [defacdev@glendale.edu](mailto:defacdev@glendale.edu)

Assistant Support Instructional Specialist - Daniele Ingrao: [dingrao@glendal.edu](mailto:dingrao@glendal.edu)

**GCC Unique DE Policies!**

**CREATE A WELCO­­­ME LETTER (PRE-COURSE CONTACT)**

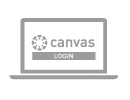


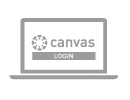
**CREATE A WELCOME LETTER** and send it to your students’ GCC email (through Canvas Inbox and PeopleSoft) and post it as an Announcement 2-5 days before the class begins! This Letter will explain how to log into Canvas and how to complete the Check-In Assignment that establishes ‘first day’ attendance in a DE course.

**POST THE "CHECK-IN" ASSIGNMENT (DE DROP POLICY)**

**HAVE STUDENTS COMPLETE THE “CHECK-IN ASSIGNMENT”** that is listed in the Welcome Letter by Thursday night (4-8 week classes) or Sunday night (10-16 week classes) of the first week. If not completed, the student can be dropped the next day. For late add students, allow until Census to complete the Check-In Assignment before dropping through PeopleSoft.

**DON'T GET DROPPED! (DE ATTENDANCE POLICY)**

**DON’T GET DROPPED!** Students cannot miss more than two weeks' worth of assignments (online class) **OR** one weeks’ worth of assignments *and* one weeks’ worth of live lecture (hybrid class). The course Syllabus should entail what constitutes two weeks' worth (online) or one weeks' worth (hybrid) of online assignments to not be dropped. Attendance or Participation is never measured by ‘logging-in’ or time spent in Canvas.

**OFFICE HOURS! (SYNCHRONOUS OFFICE HOUR POLICY)**

**SET-UP SYNCHRONOUS ONLINE OFFICE HOURS!** All DE instructor’s must-have weekly online synchronous office hours, even if the course is Hybrid. Please inform students of the day/time of these hours and the tool to be used – i.e., Chat, ConferZoom, Skype Chat, etc. in the Welcome Letter and Syllabus.

**STAY IN THE DE LOOP! (DE FACULTY RESOURCE SHELL)**

**DE FACULTY RESOURCE SHELL!** This is your one-stop for all DE information at GCC! This Shell will be your companion as you teach DE and want to expand your DE knowledge. You are in this Shell now! Please accept the Invite and look around. Turn on your Notifications so you don’t miss any Announcements pushed out by GCC DE Leadership!

**If you have any questions or concerns, please contact the DE Coordinator, Alexa Schumacher, at** [**de@glendale.edu**](mailto:de@glendale.edu)