**CoDE Agenda**

Tuesday, March 24, 2020

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

1. ***Coordinator’s Report***

* **GCC DE Resource Shell: Self-Enroll:** <https://gcc.instructure.com/enroll/YEARDN> o Announcements/Reminders will come from Shell/Reduces Emails  
  o *Not Getting Announcements? Turn them on under Settings>Notifications*
* **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)**
* **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

1. ***Instructional Designer Update from Katie Datko***

* Instruction Continuity Shell: <https://gcc.instructure.com/courses/25258>

1. ***DE Trainer and DEFDC Update from Samantha Garagliano***
   * Join the GADER Subcommittee!
   * Email: [defacdev@glendale.edu](mailto:defacdev@glendale.edu)
2. **Approval of DE Addenda Reviews**
3. **Karen Swett** (SPCH 115 – LAD – COR: 3/2016)
4. **Byron Delto (**MUSIC 127 – VPAD – COR: 12/17/2019)
5. **Jonathan Holt** (BIO 115 – BIOD – COR 10/15/19)
6. **Jonathan Holt** (BIO 120 – BIOD – COR 4/24/19)
7. **Sonali Perera** (MOA 180 – BUSD – COR: 2/26/2020)
8. **Sonali Perera** (MOA 181 – BUSD – COR: 2/26/2020)
9. **Sonali Perera** (MOA 183 – BUSD – COR: 2/26/2020)
10. **Sonali Perera** (MOA 185 – BUSD – COR: 2/26/2020)

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

**GCC Unique DE Policies!**

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



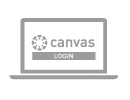
**CREATE A WELCOME LETTER** and send it to your students’ GCC email (through Canvas Inbox and PeopleSoft) and post it as an Announcement 2-5 days before the class begins! This Letter will explain how to log into Canvas and how to complete the Check-In Assignment that establishes ‘first day’ attendance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

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

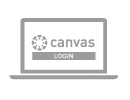


**HAVE STUDENTS COMPLETE THE “CHECK-IN ASSIGNMENT”** that is listed in the Welcome Letter by Thursday night (4-8 week classes) or Sunday night (10-16 week classes) of the first week. If not completed, the student can be dropped the next day. For late add students, allow until Census to complete the Check-In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

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**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)