

GAVILAN COLLEGE



DISTANCE EDUCATION

03/02/2017 Distance Education Committee Minutes

Present: Sabrina Lawrence, Doug Achterman, Mari Garcia, Fran Lozano, Jane Edberg, Karl Sachtleben, Erik Green, Deborah Gustlin

Liaison Reports

Curricunet

- Sabrina has been flagged on proposals from Curricunet, however the DE required information was not included in the proposals. She is checking in with Bonnie and Leslie to find out if these courses are indeed DE courses. The process seems a little murky right now. It looks as if Sabrina, as DE Coordinator and Doug, as Head Librarian, are not required to sign off on these proposals but instead can give feedback.

Enrollment

- Teachers have been emailing Sabrina and Peter about setting up their late start online class that starts immediately. Sabrina states it would be nice to be notified when courses that are fully online or hybrid are to be planned, the DE Department is included in that discussion. Fran said to contact Michelle Bresso about this.
- Students signed up for Winter Intersession classes under the impression that they were spring classes. A request has been made that the spring and winter classes be published on a separate schedule.
- Early start classes begin June 5th and are 6 - 8 weeks long, and will cut into summer classes. There is no class list yet.
- Doug needs to know what classes will be offered in case the Library needs to be open.
- It is not yet known whether counseling will be available during that time.
- Teachers will need to learn Canvas before they start teaching those classes.

Canvas

- @ONE has some great self-paced online classes about Canvas, Jane recommends them.
- Deborah commented that the best way to learn Canvas is to try it out before learning anything about it, and then take classes and get help.
- Sabrina likes Canvas because it gives you more control over how students navigate through the course. It begins as more work for the teacher, but once you have everything organized, the class runs more smoothly.
- Gavilan is using the "new" version canvas interface.

Program Planning

- Now is the time to give input for the Educational Master Plan. Your input is needed and wanted before April.
- DE is planning a summit for teaching teachers about online classes.
- Jane would like to hear more about a full online degree. She also suggests the free online courses by Stanford.