

CoA Distance Education Committee

Notes taken by Jennifer Fowler at a special meeting called on 2/14/2019: 12:15 p.m. - 1:15 p.m. via Zoom.

Members present:

Diana Bajrami, Jennifer Fowler, C.J. Johnson, Reza Majlesi, Jayne Smithson, Phyllis Tappe, Edwin Towle

- Agenda for today's meeting unanimously approved.
- Minutes from 11/8/18 meeting unanimously approved.
- Online Education Initiative (CVC-OEI) Consortium: Will COA benefit from joining it?
 - Jenn Fowler provided a brief overview of what the CVC-OEI Consortium is.
 - A website where CCC students can go and register for approved fully online courses at any college of their choosing,
 - 56 out of the 114 CCC's are currently approved to put courses on the exchange.
 - College has to get approved first; then individual instructors can apply if they are interested.
 - Each instructor has to go through a rigorous course review process to align their course with the [OEI rubric](#).
 - A CoA Senate resolution will be needed in order to apply.
 - Committee discussed pros and cons of joining the exchange, and ultimately unanimously voted that we move forward with a recommendation to the CoA Senate that we apply as a college.
 - Jenn will inform the CoA Senate of our recommendation and submit an agenda request form to start discussion about a potential Senate resolution endorsing our recommendation to apply.
- Canvas Design Concerns: A need to re-design re-evaluate permission/roles.
 - Committee voted unanimously that the following permissions be enabled for faculty to perform the following in Canvas without a HelpDesk ticket:
 - Add an evaluator to their course shell (ensure the evaluator has *no* access to student grades as per FERPA).
 - Add an observer to their course shell (i.e. a fellow colleague that wants to collaborate on a course, DE design, etc).
 - Discussion occurred around the pros and cons of the "Add People" function which would enable faculty to add students directly into their Canvas shell outside.
 - It was decided we would continue our discussion in the next meeting on 2/28/19.
- Finalizing the committee charge
 - Previous edits incorporated into the committee charge and duties were added. It was decided we would continue our discussion in the next meeting on 2/28/19 due to time constraints of the meeting.
- Next meeting set for Thursday 2/28/19 from 12:15 p.m. – 1:15 p.m. in a CoA room to be decided and via Zoom. Members are encouraged to log on to the CoA DE Canvas website and continue the conversations started at this meeting.