**LOS MEDANOS COLLEGE**

**MINUTES**

**Purpose: Distance Education Committee Meeting**

**Location: CO-420 Date/Time: August 31, 2015 1:30 to 3:00 PM**

**Present**: Clayton Smith, Kim Wentworth, Courtney Diputado, Mike Becker, Rikki Hall, Penny Wilkins, Haydee Lindgren, Maria Perrone, Matt Stricker

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|  | **Agenda Topic** | **Outcome** | |
| 1 | Announcements | Introduction of new co-chairs for 2015-2016. Introduction of new members from the Math department: Maria Perrone and Matt Stricker. | |
| 2 | Approval of agenda and minutes | The agenda for today and minutes from the May 11, 2015 meeting were adopted by consensus. | |
| 3 | Meetings- Frequency & ConferNow | Current meeting schedule is set to twice a month. We discussed using the new ConferNow service for future meetings – would be a good option for Brentwood faculty. Based on feeback from the FA15 flex on ConferNow, participants found it easy to use. Providing an online meeting option could boost membership. | |
| 4 | Membership | We now have members from math and counseling, and we are missing a rep from Nursing. Discussion of how to boost membership:  ConferNow meetings  Academic Senate recruit on our behalf  Personally contact dept. chairs.  Goal: match membership listed on our charter. | |
| 5 | Technology Training and Development Coordinator report | Updates on new developments from Fusion, the Brightspace by D2L conference: announcement of Brightspace Pulse mobile app, which allows students to easily stay connected with updates from their D2L courses.  Overview of ConferNow, the OEI’s collaboration with Zoom, a video and web conferencing service. ConferNow Pro accounts are available for free to employees of the California Community college system.  Discussion of the OEI’s exchange network. Math is interested in moving some classes online, but will need more information on online test proctoring options. Can online test proctoring occur anywhere? What about additional student fees for online proctoring? The OEI plans to find an online proctoring vendor in the near future. | |
|  | OEI & Canvas updates | Discussion of the OEI’s selection of Canvas as a CMS. Canvas will be free to community colleges for four years – after that, the price will be about 20% of the total cost of Canvas. Actual price of Canvas: unknown. Current cost of D2L: About $380,000 a year.  We need to make a recommendation on whether or not to move to Canvas, and when. DDEC is arranging for OEI and Canvas representatives to visit each campus. DE’s recommendation should go to the Academic Senate and DDEC.  We discussed the unknown factors with the OEI online course exchange: handling financial aid, student services, etc. from different colleges. The OEI is focusing adding GE classes to the exchange. | |
| 6 | LMC Distance Education Strategic Plan- Next Steps | The strategic plan is nearly complete, and will be reviewed over the next few meetings. | |
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