

RCC Distance Education Committee

September 22, 2017

Draft Minutes to unofficial meeting, quorum not met

- I. Attending: Charles Richard, Kathy Kelly, Stacy Shipway; guests: Cynthia Gobatie, Derek Moore; approved absences: Star Romero, Amber Casolari, Heather Smith, Steve Brewster
- II. Agenda
- III. Minutes from 5.19.17
- IV. Old Business
 - a. RCCD Migration to Canvas-in progress
 - b. DE Course Designers, Derek Moore has been assigned to RCC
 - c. RCC Senate recommended change to canvas last spring, the district approved over the summer
- V. Possible to-do list:
 1. Should we make recommendations to the college re:
 - a. OEI, does it all make sense for RCC? We will all take a look at the OEI rubric before the next meeting
 - b. Best Practices-does the current RCCD document need any additions? Best practices for non-independent students?
 - c. Definitions (hybrid, enhanced, face to face) Any recommendations to these definitions. What is a class called that meets the first and last days of the semester but the rest is online? Should the hybrid definition be reserved for 50% or greater face to face time?
 - d. Class caps-should our committee consider making any recommendation. Are they currently appropriate?
 - e. Online success and retention. What other recommendations can we make? Dr. Isaac would love to see improvement. Derek was going to look for research re: comparison of success in online courses at community level vs university or graduate school level. He thought he recalled the difference was not great.
 2. Form a 5-year plan-there was agreement to make progress on plan
- VI. Other items that were discussed:
 - a. Should students receive training before taking a class in canvas? Can Canvas Discussion Board contain audio conversations, for asynchronous discussion? Voice comments?
 - b. Derek shared a card document from Quick Source Learning that had lots of quick info for working and building on Canvas. It looked to be a very good resource. The cost was between \$2.50 - \$4.50 depending on quantities ordered.