| Compton College Distance Education Advisory Code Committee  [Tuesday June 5, 2018](https://docs.google.com/document/d/1PJtdkrHgHT8GY2cKd9pZaBIrFwI5YiKlD1uHK1xvnGo/edit?usp=sharing)  CCCConfer 12:00-1:00pm | | |
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| **Topic** | **Discussion** | **Action/Outcome** |
| Call To Order | Jasmine Phillips 12:00pm |  |
| Attendance | 1. Syria Purdom 2. Mandeda Uch 3. Trish Bonacic 4. Celia Valdez 5. Kent Schwitkis 6. Paul Flor 7. Asma Said 8. Jasmine Phillips |  |
| CCC Zoom Info | Meeting Title: DEAC-Compton  StartTime: 06/05/2018 12:00 PM  EndTime: 06/05/2018 01:00 PM  Join from PC, Mac, iOS or Android:  [https://www.cccconfer.org/GoToMeeting?SeriesID=068f2c81-0dc8-445a-a64e-af362c2608e7](https://mail.elcamino.edu/owa/redir.aspx?SURL=HYHg4IjAU9foZnvJl2hmaSiFXJo2FFHrbBV1YGvLHMphQZWKpsbVCGgAdAB0AHAAcwA6AC8ALwB3AHcAdwAuAGMAYwBjAGMAbwBuAGYAZQByAC4AbwByAGcALwBHAG8AVABvAE0AZQBlAHQAaQBuAGcAPwBTAGUAcgBpAGUAcwBJAEQAPQAwADYAOABmADIAYwA4ADEALQAwAGQAYwA4AC0ANAA0ADUAYQAtAGEANgA0AGUALQBhAGYAMwA2ADIAYwAyADYAMAA4AGUANwA.&URL=https%3a%2f%2fwww.cccconfer.org%2fGoToMeeting%3fSeriesID%3d068f2c81-0dc8-445a-a64e-af362c2608e7)    Or join by phone:  Dial your telephone conference line: 1-913-312-3202\*  Participant Passcode: 184868    \*Toll free number available: 1-888-886-3951 |  |
| Introduction | Jasmine Phillips: Distance Education Faculty Coordinator |  |
| DEAC Future Meetings Schedule | **Future DEACC Fall 2018 Meeting**  2nd Tuesdays of the month from 1-2pm in VT Conference Room and via CCC Confer. Dates:   * September 11 - Review DE Handbook * October 9 - Review DE Handbook * November 13 - Pass Handbook via Senate & Hold DE Trainings * December 11 - Hold DE Trainings |  |
| Trajectory of DE | **DE Program Stages of Development**   1. Establish DEAC Senate Subcommittee (Spring 2018) 2. Establish DE Handbook (December 2018) 3. Finish Required Faculty Training (December 2018) 4. Complete Compliance Checks (June 2019)    1. Faculty and institution standards 5. Expand program offerings (December 2019) |  |
| DE Goals Goal 1 | **Establish a Committed DE Team**  Establish a diverse Distance Education Advisory Committee as a senate subcommittee by the end of spring 2018.   * DSPS/ADA Rep- * Curriculum- * Academic Affairs- * Counseling Liaison- * Division 1 Rep- * Division 2 Rep- * Division 3 Rep- |  |
| Goal 2 | **Submit DE Surveys**   1. Submit Institutional Survey to the Chancellor's Office by June 8, 2018. 2. Review Faculty and Student Satisfaction Surveys. |  |
| Goal 3 | **OEI Course Rubric Adoption**  Adopt the DE OEI rubric for assessment of DE courses. |  |
| Goal 4 | **Establish Compton College DE Handbook**  Work on first draft of DE handbook in order to begin faculty review of handbook in the beginning of the Fall 2018 semester.   1. Pass DE handbook via senate by October/November 2018. 2. Start implementation of DE handbook in Spring 2019. |  |
| Goal 5 | **Transition from El Camino College**  Work with El Camino DE to transfer COR Addendums for online courses by December 2018 and update the Compton College catalog/schedule. |  |
| Goal 6 | **Faculty Training**  Offer @One and Canvas trainings for new and returning faculty by December 2018 through Spring 2019. |  |
| Goal 7 | **Certification of Compliance**  Certify by the end of Spring 2019 that all online faculty have been trained and are in compliance with federal and state mandates. |  |
| Goal 8 | **Integrated Online Support Services**  Offer inclusive student services and website support of LMS by the end of December 2019.   1. 24 hour tech support 2. Online Counseling 3. Online Tutoring 4. Online Proctoring 5. Online Plagiarism Support 6. Online Basic Skills Support 7. Online Health and Wellness 8. Online Library Services 9. Online Readiness Assessment |  |
| Open Discussion |  |  |
| Other | Canvas Certificate required for all faculty using Canvas in traditional and DE courses.  Qualifications for Teaching DE Courses   * Introduction to Teaching with Canvas (Certificate) * Introduction to Online Teaching and Learning (Certificate) * Creating Accessible Course Content - ADA Compliance (Certificate) |  |
| DE Meeting Adjourned |  |  |