

Cañada College DEAC Monthly Meeting Minutes

Date: November 2, 2017 (Thursday) | **Time:** 2:30PM-3:30PM

Minutes: Approved (May and October)

Attendees: Allison Hughes (Instructional Technologist), Lezlee Ware (Co-Chair), Janet Springer (DE Dean), Sandra Mendez (Counseling Representative), Ana Malidinova (Athletics Representative), David Eck, David Leitnor, Cecilia Chang (studentJ)

Handouts: DE Drill, Accessibility Habit

Next Meeting: Thursday, December 7th (2:30P-3:30P) in CIETL

DISCUSSION ITEMS	PROGRESS	DETAILS/MINUTES
Laptop & Technology		<ul style="list-style-type: none"> • Faculty overall would prefer to have a choice • Computer and support equipment for computers should be available for check-out at the library (especially since they have evening hours) • Questions: What are the costs for each? What is the maintenance cost?
Technology Support Help Desk in the Library		<ul style="list-style-type: none"> • Instructional Aide II for Canvas and technology support for students. It would also include 2 assistants, so there would be staffing during open library hours. • The position will need to be approved first.
Instructional Designer Position Proposal		<ul style="list-style-type: none"> • Proposed full-time faculty position • Would assist faculty in DE and with DE training
Faculty Online Checklist		<ul style="list-style-type: none"> • Should we use it across campus, not just in the Science Division • Helps to create consistency • Send with class offer for faculty to sign • Take to Academic Senate • Perhaps share at iDeans
Approve: a) 16-17 Progress Report b) 17-19 Strategic Plan		<ul style="list-style-type: none"> • Email to group regarding the technology section • Approved both items knowing that they are both living documents.
DE Drill: New Canvas Teacher App (updated November 2017)		<ul style="list-style-type: none"> • Teacher App – frustrating because it does not have the functions that a teacher uses: attendance, to do list, full-editing capabilities. • Now you can grade including “Speed Grader” – very helpful if faculty use an iPad Pro, edit, send • announcements, respond to discussion posts, publish and unpublish, grades and take attendance
Accessibility Habit: New Accessibility Checker in Canvas		<ul style="list-style-type: none"> • UDOIT will scan your Canvas shell for accessibility “approval”. • Rich Content Editor (the person on the format bar within Pages). • Under Settings go to “Validate Links in Content” on the right hand navigation bar
UPDATES	PROGRESS	DETAILS/MINUTES
DE Handbook		<ul style="list-style-type: none"> • Still in progress, I just added a FERPA section.
FOR NEXT TIME		
<ol style="list-style-type: none"> 1. Faculty and Student 2. DE/Canvas Surveys 3. DE and DEAC Website Updates 4. DE Budget 5. Fall 2017 QOLT Work Group 		