Online Program Committee Meeting
10_7_2016
1:00pm--2:30pm
Minutes

Present:
Jack Jackson, Co-chair
Kay Weiss, Co-chair
Dawn Adler, Joe Notarangelo, Maha Al-Huseini, , Michael Torrez, J.D. Dulgeroff,
Rhiannon Lares, Teri Strong, Jessy Lemieux

Topic	Discussion
Review of Committee Charge and College Mission	Since this was the first meeting of the committee for this academic year, the committee charge and the college mission statement were read and reviewed. It was recommended that "online learning" be replaced with "online, hybrid, and/or ITV courses" in the first sentence. It was recommended that "online learning" be replaced with "distance education" in the last sentence of the charge. These recommendations will be forwarded to the VPI for consideration
Approval of minutes	Jackson reported that the minutes for the last several meetings were not "published" in the website. They were there, just not visible for public consumption. That has been changed. All minutes for the last several years are now visible and published on the website. If there are any corrections to the minutes, member were directed to contact one of the co-chairs and the corrections would be made.
Statistics for fall	There are 298 sections of online and hybrid classes being offered in 35 departments this fall. Approximately 22% of the seats at SBVC are taken by students enrolled in online and hybrid classes.
DE Coordinator celebration	Over the past two years, the committee has been in the process of recommending that a Coordinator of Distance Education be created. That position was created as a faculty position getting 80% reassigned time to do the work associated with DE. Joe Notarangelo has accepted that position. The committee celebrated and welcomed Joe in his new role (which begins on January 1). Jackson smiled for the rest of the meeting.

Status Report on Converstion to Canvas	Rhiannon reported on the timeline for the transition to Canvas. The SBVC instance of Canvas should be available to faculty by January 1, 2017. A small pilot of up to 5 courses will enable faculty members with a high tolerance for potential risk to "kick the tires" of Canvas. Depending on how the pilot and the faculty training go in the spring, then Canvas will be unveiled District-wide either in the fall of 2017 or at the very latest, January 2018.
State Resources for Online Students	The OEI has several online modules assessing whether students are ready for online learning. Jackson will communicate the availability of these resources to the online faculty.
Preparation to Teach online	Weiss shared with the committee that a draft of a document verifying that faculty are indeed prepared to teach online is circulating. That document will be shared with the online program committee.
Review of BP and AP re: Distance Education	The committee reviewed the BP and AP regarding distance education. Several changes were recommended. Jackson will communicate those changes to Jeremiah Gilbert, who had requested that the committee look at the BP and AP.
Combining Canvas Prep with Evaluation of Current Courses	The transition to Canvas is a good time for faculty to look at the quality of their online and hybrid courses. The OEI has an extensive rubric for evaluating courses. Perhaps something a little more streamlined could be used at SBVC. This item will be discussed again at the next online program committee meeting.
Next Meeting	The date, time, and place of the meeting are yet to be determined. The committee will be informed when those items are clarified.
Meeting Adjourned	The meeting was adjourned at 2:30 pm.