Online Program Committee Meeting
12_2_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,
Jessy Lemieux, Rania Hamdy, Patty Jones, Christie Gabriel-Millette

Topic	Discussion
Approval of minutes	The minutes from the last meeting are posted on the SBVC website. If there are any corrections, please contact Kay Weiss or Joe Notarangelo.
Committee Charge	The changes to the committee charge were reviewed again by the committee. The committee gave Jackson the task of informing the VPI of the changes.
Transition to Canvas	There was a lengthy discussion of the transition to Canvas. Joe Notarangelo identified the 5 faculty members involved in the piloting of Canvas in the spring of 2017. He is looking for 13 more folks from across the divisions of the campus to become a part of a "train the trainer" program that will begin early in the spring, 2017 semester. The timing of the final decision on whether to move to Canvas in the fall, 2017 semester will probably be made in March. If Canvas is not implemented in the fall, 2017 semester, it will have to be implemented in the spring, 2018 semester because the contract with Blackboard will be terminated.
Student preparation for transition to Canvas	Jackson was concerned that students have not been "in the loop" in the decision to move to Canvas and was concerned that students have adequate preparation. Several suggestions were discussed: building a Learning to Learn Online "shell" in Canvas corresponding to the existing shell in Blackboard; including Canvas awareness in online orientations, ACAD 100, and/or "Week of Welcome" activities at the beginning of the semester; creation of a non-credit one unit or half unit course on successful participation in online learning; and creating a cohort of first year experience students participating in online classes.

Preparation to Teach online	The committee discussed, in some detail, the draft document prepared by Weiss for the previous meeting. Concerns were raised about process and responsibility, professional development, and frequency. At the end of the discussion, Jackson volunteered to create a "fleshed out" document that would be distributed to the committee and included in the agenda of future Online Program Committee meetings.
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. But Joe Notarangelo, the incoming faculty co-chair of the committee informed the group that there would be more frequent meetings in the spring semester. This is necessitated by the transition to Canvas as well as the new leadership structure of the committee.
Meeting Adjourned	The meeting was adjourned at 2:30 pm as Jackson firmly slapped the table with the palm of his hand.