<u>DE COMMITTEE ("DEC") MINUTES</u>

Date of Meeting: **- 1/25/16 – 12:30 pm AACR**

Voting Members Present: David Jordan (Co-Chair), Myriam Levy (AS Rep), Diana Bonilla (AFT Rep), Louise Barbato (AFT Rep) , Vilma Bernal (AS Rep),), Rod Austria (IT Manager), Gina Ladinsky (AS Rep), Isabelle Saber (Dean and Co-Chair)

Voting members Absent: Lilamani de Silva (AFT rep)

Resource Members; Larry Resendez - DSPS

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<u>Agenda Items:</u>

<u>DEC discussed the following:</u>

Meeting Dates – The DEC discussed the best meeting dates and agreed upon the following times and dates for the Spring 2016 semester: **<u>On Campus</u> - 2nd and 4th Weds. of each month - 1/25, 2/10, 2/24, 3/9, 3/23,4/13, 4/27, 5/11 and 5/25 - 12:15 pm - 1:30 pm - Academic Affairs Conference Room (AACR)**

Gina Ladinsky. (Academic Senate Rep). and Lilamani DE Silva (AFT Rep) cannot attend our DE meetings this semester because they are teaching at the time of the DE meetings and their vacancies need to be filled she is teaching.

The DEC discussed the following and provided a list of DE Action items to resolve each matter.

1. **Import/Export issues with etudes/canvas migration - there is a problem with the migration of large sized modules with the migration tool. A repair ticket has been submitted to Canvas to repair it.** - new link for migration tool is http://lamission.edu/de/migration - also added "migration issues/problems" link to migration tool site

2. **Email to faculty re Migration to Canvas** (Myriam will send a sample email she sent to her faculty which Isabel can use to email all LAMC faculty on the migration to Canvas.

3. **Addendum form** - Isabel to contact Carol and set up meeting (David, Myriam, Louise, Isabel) to discuss DE Addendum form, ECD, updating COR/SLOS, steps to teach online, and Curriculum Committee review
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4. **List of etudes certificated faculty** (David) - will also create excel sheet of online faculty, online class, and responsible department chair - email to Dept. Chairs - Myriam to present at Council of Instruction

5. **Faculty certification to teach online** - Myriam to send link to OEI best practices - David to post at DE site

6. **Training of Department Chairs** - Tues/Thursday - College Hour, Isabel and David will work on the training of faculty chairs

7. **Outcome Assessment Student Services** - Larry to send list of questions, Diana and Larry to check status of surveys with financial aid, and other student services - suggest a group (OIE, DE, SSSC) meet beginning of each semester to discuss methods and implementation of assessment - Kelly Enos suggested triangulation of campus survey, focus group and individual interviews - see QFE and book on spotting performance gaps - Turning Research into Results - a guide to selecting the right performance solutions" Clark and Estes -

8. **Turnitin** - Isabel to email Donna Ayers in library for update on status - and test pilot of selected faculty in Spring - Carlos/David/Gina/Myriam, others

9. **Net Tutor** - Carlos/David to discuss with Nick, and request login button to be placed at students page at lamission.edu with instructions/videos on how to login and use

10. **Update on 3 Year DE Plan** - David to provide update of status of 3 year plan at next DE meeting on 2/10

11. **David to contact Nick and update** "Do you need a Canvas account" link at faculty page

12. **David to reserve AACR** for following DE Meeting dates:
2nd and 4th - Weds - 12:15 - 1:30 pm - 2/10, 2/24, 3/9, 3/23, 4/13, 4/27, 5/11 and 5/25 - Academic Affairs Conference Room (AACR)

13. Migration tool link - David to add migration tool link at DE website

14. Student Focus Groups - Myriam to send data analysis of student focus groups on counseling

15. Spring into Spring - David to contact Bambdad and request 5-10 minute update on Canvas migration/training

16. Include ITV in migration updates -

Meeting adjourned: 2 pm