**Distance Education Committee Meeting**

2/28/2019      12-1 PM         High Tech Center L-102

Attendees: *Rechelle Mojica*, *Mike Charles*, *Kats Gustafson*, *Wahid Hamidy*, *Scott Moller*, *Cheryl Reed*, *Chris Rodgers*, *Trenton Tidwell*

1.    Agenda Approval – approved – (Cheryl moved, Chris seconded)

2.    Minutes Approval – approved (Scott moved, Cheryl seconded)

3.    Meeting Reports and Updates

a.    Canvas training – faculty can walk in during May for help; Kats sends training reminders each Friday. Canvas training is optional unless your administration says it isn’t. Miramar says it is required. <http://sdccdolvid.org/>. Friday (tomorrow) from 2 to 4 – Canvas file management training in M103

b.    For summer, every course will automatically get a Canvas shell, but that may change in the fall, depending upon the load

c.     With Canvas, LTIs will be tested for 508 compliance. Upon request, most publishers will provide a VPAT (Voluntary Product Accessibility Template). The Campus Bookstore has a list of faculty requests for LTIs. Summer book orders begin on 3/19. Blackboard sunset is 6/30/2018, so faculty should be sure to submit their grades on time and also download their gradebooks for 2 years (Spring 2017) and anything they might want from Blackboard, since only Admin will then have access to it.

d.    Rechelle will email Lou, asking him to attend the next CGC meeting to discover the status of potential DE Committee membership expansion.

e.    Digital Learning Day is today. Events will be archived for online access.

f.      There will be 5 Spaces Flex Presentations, each worth 1.5 hours of Flex credit