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| Cabrillo DE Info  | Francine   | 30 Min        | • Deirdre talked about her presentation to IC about the problems with the ADD codes. She volunteered to do a pilot in fall; she would like to have Colleague continuously add students to her open section during the add period if there is no waitlist. She stated the ADD code process can sometimes be a disincentive to students because they have to wait for the waitlist process to play out.  
• DE Committee response to CCFT contract language related to distance education faculty evaluation; Steve Schessler forwarded committee recommendations to CCFT.  
• Guide to accessible (and legal) PDFs, video, graphics, and audio [recent DOJ rulings: http://athenpro.org/content/legal-news]  
• Integration of OEI Course Design Rubric into Faculty DE Handbook | • If Appendix M is being revised, should we also revise Appendix CC? In Appendix L, in the online section 2.d. make the sentence the same as Appendix L. “Use of appropriate resources to initiate and maintain contact with students, such as discussion boards, email, announcements, etc.”  
• Jeff Hancock is finishing handout with accessibility guidelines. Will distribute in an all faculty email.  
• Use the OEI Course Design Rubric as a standard for online course design in the DE Faculty Handbook; | Institutional Effectiveness |
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| Chancellor's Office Updates Info | Rachel and Francine | 20 Min | • Success Center for California Community Colleges; outcome is the Professional Development Clearinghouse  
• SARA (state authorization reciprocity agreement) update; Steve mentioned tuition from only a few online students would subsidize the cost of joining SARA (~$5K)  
• OTC (Online Teaching Conference, 2015, San Diego); Office of Instruction and President’s Office sending 4 faculty plus Francine. (Francine has some $ in DE budget to cover her costs.)  
• CCCDECO (California Community Colleges Distance Education Coordinators Organization); they are working on a training program for new distance education coordinators and an online course to support the training, DEC101  
• Online Education Regional Mtgs * (sponsored by 4C & Academic Senate) Friday, March 20 at College of San Mateo,  
• Online Education Committee; New standing committee of Academic Senate | • Encourage all new DE faculty to complete the first course in the @ONE Online Certification Program (1 unit per module credit for alternative credit?) | Institutional Effectiveness |
| Agenda Building & Summary Take-away Info | | 10 Min | • DE Committee composition  
  o John Govsky and Calais Ingel reps for Fac Sen  
  o Nancy Stucker, CCFT  
  o Deidre: HASS, Sue Slater, HASS, Steve Schessler, BELA, Veronica Lundquist, NAS  
  o Rachel Mayo, VP Designee  
  o Francine, VAPA and DE Coordinator  
  o Georg Romero, Dean | • Ask Michael Mangin and Conrad Scott-Curtis about Fac Sen and CCFT reps  
• Work with Rachel on first draft of DE Program Plan | Program Plans |
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<td>• DE Program Plan needs to be updated</td>
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Resources:
@ONE Standards for Quality Online Teaching
https://db.tt/yXvnxREp
Certification Program
http://www.onefortraining.org/certification
CCCCO Archive of DE Coordinator Meetings
http://www.onefortraining.org/coordinators