



Distance Education Advisory Committee  
 Meeting Minutes September 27<sup>th</sup>, 2018 Library,  
 Room 102 1:00 – 2:00 PM

**Meeting Materials:**

- DEAC Minutes (5-24-18)
- 2018 DE Survey (IRP)
- OEI-Subsidized Software & Services, 2018-19

Present

Dustin Black (Chair; BSS/LLR)  
 Kevin Degnan (Humanities)  
 Mark Fields (Ind. & Tech.)\*  
 Renee Galbavy (BSS)  
 Laurie Houske (BSS)  
 Kurt Hull (BUS)\*\*\*  
 Gema Perez (LLR)  
 Thomas (Jim) Noyes (NS)

Absent

William (Bill) Doyle (Fine Arts)\*\*  
 Janice Pon-Ishikawa (Counseling)  
 Peter Marcoux (Humanities)\*\*  
 Crystle Martin (Director, LLR)\*\*  
 Mary McMillan (LLR)\*\*  
 Margaret Steinberg (NS)  
 Laura Welsh (Humanities)

(\*via CCC Confer, \*\*excused, \*\*\*guest)

**Welcome and Introductions**

Dustin Black (DB) welcomed the committee.

**Review & Vote: DEAC Minutes (5-24-18), 2018 DE Survey (IR)**

Minutes from DEAC meeting on 5-24-18 were briefly reviewed and approved.

2018 DE Survey was briefly reviewed and discussed. Guest Kurt Hull (KH) requested a copy in follow up. DB moved to vote on approval. Renee Galbavy (RG) inquired whether present company met quorum for a vote (several DEAC members were attending ATC), and recommended some initial revisions to the DE Survey. DB replied, under Crystle Martin’s (CM) advisement, that a provisional vote, contingent on revision and re-distribution to DEAC for a 2-day review period, should address both of RG’s concerns. A vote was taken and the 2018 DE Survey was approved accordingly.

**Reports & Updates: Recent LMS Issues, OTC Transition, OEI Exchange**

DB provided an overview of recent Canvas / MyECC issues and solutions, including pre-existing LMS and network problems carried over from Summer session, as well as an external Trojan Horse attack on ECC’s servers during the first week of Fall semester. Gema Perez (GP) offered details on some of the technical aspects of problems and solutions, including Canvas roster update failures, and dropped students “zombie-ing” back and forth between Canvas and MyECC. DB reported, per consult with IT support, that while the immediate threats had been contained, IT’s “clean up” operations could disrupt Canvas and/or MyECC services through Winter session, and possibly beyond.

DB provided an overview of the forthcoming transition of ECC’s Online Teaching Certification program from the office for Professional Development and Learning to the Distance Education office. Efforts in support of this end are already well under way, and DE has been working closely with PD for as smooth a transition as possible. GP offered details on the new OTC (which will integrate DE pedagogy with Canvas mastery), as well as a new stand-alone Canvas course currently under development. Laurie Houske inquired into relevant implementation timeframes, to which DB responded



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that new OTC and Canvas stand-alone will be ready for SP19 and W19, respectively. RG asked for clarification on these timelines, to which both DB and GP responded to clarify.

DB provided an overview of ECC’s progress in participating in CCC’s OEI Course Exchange, including a forthcoming pilot faculty cohort who will submit their courses to the Exchange this Fall, ongoing development of recruitment & onboarding processes, and the formation of a local ECC peer review team to assist faculty before and during their submission to Exchange review. Kevin Degnan (KD) inquired into possible benchmarks for continued participation. DB then outlined ECC’s anticipated Exchange participation requirements and goals, then shared details from his experience of the initial phases of the Exchange review process.

**Discuss & Decide: OEI-Subsidized Software Priority & Timeline(s)**

Referring to the handout grid of OEI-subsidized software provided, DB provided a brief overview of the programs and services in question, some of which ECC is already licensed for, and some not. LH requested clarification on the relationship between those services already in use by ECC and the inclusion of those services in the OEI-subsidized list. DB responded that the terms of ECC’s existing contracts will apply until such time as those service limits are met, at which point OEI will subsidize further servicing, per the limits indicated on the grid. KD inquired into DEAC’s interest/objective in discussing the grid/list in question, to which DB replied that the committee’s input was needed in determining a suggested priority of service allocation between DE and non-DE students in cases where service limits existed. DEAC members were unanimous in the opinion that in cases where service was limited, DE students should be prioritized, and the committee agreed to discuss the issue further at a future meeting.

**Closing Questions, Comments, & Adjournment**

DB identified topics to be covered in remaining Fall DEAC meetings, including DE Addendum recommendations, getting the Canvas logo onto ECC’s home page, DE workshop recommendations for SP19 PD Day, addressing non-academic requests for Canvas Sites, and ECC’s participation in the annual Instructure (Canvas) conference.

No further questions or comments were put forward.

Meeting adjourned at 1:50 PM

\* \* \*

Remaining Fall 2018 meetings: Oct. 25<sup>th</sup> (LIB 202, and Nov. 15<sup>th</sup> (DE 166), 1-2 PM