



Santa Ana College  
Distance Education Advisory Group  
Minutes – May 11, 2016

To: Distribution  
From: Cherylee Kushida, Chair, Distance Education Advisory Group

**District Mission:** The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

**College Mission:** The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

**Distance Education Mission:** Our mission in Distance Education at Santa Ana College is to provide our students and faculty with the highest quality distance education program. We accomplish this mission by assuring that coursework for our students provides the depth and breadth of a quality post-secondary degree education while insuring the use of leading edge technology and excellence in teaching.

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Members Present: Jodi Coffman, Elliott Jones, Annie Knight, Cherylee Kushida, Rick Manzano

Topics:

- **LMS Taskforce**
  - Reviewed results of Canvas discussion, April 28th, 2:30 – 4:00pm, D-103
  - Participants required further information for a decision. Our discussion resulted in the following plan:
    - Current Adjunct Faculty Sharing: 5/10/16
      - Debra Crowley discussed her Canvas migration and experiences at Coastline. Positive feedback, but quite a lot of training and time is required of faculty. Suggestion was for faculty stipends.
    - Summer Canvas Trials: June-August 2016
      - Porting their course into Canvas and building out three modules/weeks worth of materials
      - Porting their course into Bb Ultra and building out three modules/weeks worth of materials
      - Use of a “checklist” to assure trial “readiness” for student testing
      - Testing out grading feature with test student accounts AND/OR Student LMS Taskforce members
      - Presenting their findings at the flexweek LMS Taskforce meeting and SACTAC. (Academic Senate, if necessary)
      - For 5-10 interested faculty
    - Presentations: 8/15/16 (Monday, Fall Flexweek)
      - 8:00 – 9:00am: Canvas Presentation (Canvas representative)
      - 9:00 – 10:00am: Bb Ultra Presentation (Bb representative)
      - 10:00 – 11:00am: Online Education Initiative (OEI) Update/Perspective
      - 11:00 – 12:00pm: Summer Trial faculty Presentations
    - LMS Determination: 8/15/16 (Monday Fall Flexweek)
      - 12:00 – 1:30pm: Working Lunch – LMS Taskforce to discuss and determine recommendation to TAC committees
- **New Department Name**
  - “Educational Technology” will be brought forward for a departmental name change to encourage all faculty to utilize technologies available for their students
- DE Course Quality and Widespread LMS usage will be discussed September when there is a definitive LMS direction.

**Next Meeting: August 31, 2016, 8:00 – 9:30am, A-101**

Members:

Jodi Coffman  
Zachary Fish  
Mary Funaoka  
Crystal Jenkins  
Elliott Jones  
Annie Knight  
Cherylee Kushida  
Rick Manzano  
John Ross Jr.  
Dennis Sadler  
Roy Shahbazian

cc: Carlos Lopez