

Name	Representing	Present	Absent
Jennifer Grohol	Adjunct Faculty	X	
Maj-Britt Kimm	Adjunct Faculty		X
Zahi Atallah	Administrator	X	
Renata Funke	Administrator, DE Coordinator	X	
Carol Hobson	Faculty, DE Specialist	X	
Jorge Sanchez	Faculty		X
Lindsey Bertomen	Faculty		

Pimol Moth	Faculty	X	
Tina Esparza-Luna	Faculty, Chair	X	
Peggy Mayfield	Head Librarian	X	
Megan Blevins			

## INFORMATIO N/ DISCUSSION/ PRESENTATIONS

### 1. OEI

Tina Esparza-Luna

First courses will be in Exchange in Spring. Tina Submitted her course for review.

### 2. Canvas

Carol Hobson

Classes will be offered in Canvas before they are put into Portal. This is our last year contracted with Etudes. We are moving to Canvas by fall. Lindsey said there needs to be a program overlap during the transition. CMS Comparison chart was briefly discussed. Group discussed Canvas benefits, positive faculty feedback, and student negative feedback regarding Etudes. Committee then voted to move to Canvas. Carol K. will take it to Academic Senate.

### 3. DEC Handbook

Tina Esparza-Luna

Committee reviewed DEC Handbook. Zahi Atallah, Dean of Advanced Technology and Applied Science joined the committee as Administrator. Shannon Bliss is no longer on the committee. Laura Lark is representing CSEA. Committee now meets every third Tuesday. The committee needs a Minute Taker. Minute taker can call into meetings and doesn't need to attend in person. Renta and Zahi will ask their Administrative Assistant if one of them would take minutes. Tina will update the DEC Handbook.

### 4. Regular and Effective Contact Policy

Tina Esparza-Luna

There are not enough members to make a decision. ACCJC language is not changing. Tina made changes to Type of Contact and took some examples from Lake Tahoe. Committee reviewed the policy and Tina made the needed changes.

### 5. Best Practices FIG

Tina Esparza-Luna

Title V Grant will fund faculty to work on Best Practices document to share with faculty. Previously, Maj-Britt did the research on how to get FIG setup. Carol H. will pick up from where Maj-Britt left off. FIG will be on next meeting's agenda.

### 6. Hybrid Policy

Tina Esparza-Luna

There will be discussion about what constitutes a hybrid at the next meeting.

## OTHER ITEMS/BRIEF ANNOUNCEMENTS

### 1. DE Faculty Professional Development/Training

Renta expressed interest in faculty professional development/training in DE due to compressed calendar and asked how can we reach out to faculty about the resources we currently have available? Tina said Canvas offers many videos on how to use their program and there should be money through OEI to support professional development.

### 2. DE Specialist

Tina Esparza-Luna

Carole Hobson is the new DE Specialist.

## NEXT MEETING(S)

10/20/15

## ADJOURNMENT

Meeting adjourned at 3:00 p.m.

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### HARTNELL COLLEGE VISION STATEMENT

Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

### HARTNELL COLLEGE MISSION STATEMENT

Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.