# Taft College Distance Learning and Education Committee **Minutes**

Monday, February 10th, 2025

12:10 pm. – 1:00 pm

S-11

**Call to Order**: Lopez, 12:16 pm

**Attendees**: Amar Abbott, Geoffrey Dyer, Heather Cash, Ken Smith, Kristal Allikas, Jason Page, Jaime Lopez, Joy Reynolds

**Absent**: Leslie Minor

**Public Commentary/Guests**: None

## Approval of Minutes

* December 9th, 2024 - Minutes submitted by Heather Cash
  1. First Motion: Reynolds
  2. Seconds: Cash

No Corrections were noted, and the Minutes were approved by unanimous consent

## New Business

* Distance Learning Approval Forms
  1. **PHED 1602 & PHED 1612**
  2. Motion to: send back to the Department Chair with notes: Reynolds
  3. Second: Abbott
  4. Motion passed unanimously
  5. **Committee Notes:** requests for further clarification:
     + Offline Option
     + Section (4) on DE Form
* Distance Learning Approval Forms
  1. **SPAN 1602**
  2. Motion to: forward to Curriculum: Dyer
  3. Second: Abbott
  4. Motion passed unanimously

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## Discussion Items

* **Canvas Discussion Checkpoint Feature:** DE provides viewable resources regarding the feature in Canvas for the committee to review, and Cash provided updates as the committee had questions. The committee agreed that the requested feature was worth demoing and trying out, but to do so DE would need to move forward and activate the feature on in Canvas.
* **Immersive Reader:** Jaime follows up with the recently turned-on tool in Canvas and asks the committee if there is any feedback that can be shared regarding the experiences. The committee shares different ways it was used.
* **Lunch & Learn Ideas:** The committee discussed the many different ideas, needs, and/or experiences with tools and features:
  + Discussion Checkpoints
  + Teleprompter
  + Canvas Requirements
  + Atomic Search + Find and Replace
  + New Analytics

## Information Items

* **Draft Coach:** Jaime updates the committee with the current status of the tool as it is unable due to updates that need to happen but shares that the department hopes to fix it within the month.
* **Atomic Search:** The committee is made aware the tool was installed and ready for use, Reynolds shares her experience with the tool and emphasizes how helpful this tool is regarding specific processes.

## Next Meeting and Adjournment

**Next Meeting**: Lopez moved to adjourn the meeting at 1:02 p.m. The next meeting is on Monday, March 10th, 2025, in Room S11 at 12:10 p.m.

Minutes: Submitted by Heather Cash.