I. Opening
   A. Call to Order
   B. Establish Quorum
      • Suzanne Davenport, Cyndie Birdsong, Autumn Cahoon, Michelle Macfarlane, Michelle Boucher, Tina Sixt, Sabrina Pape, Jennifer Molina-Stidger, Jeanne Guerin, Mithia Mukutmoni, Corinne Rowland, Anne Diamond, Tom Benton, Rob Lapkass, Aimee Colvin

II. Approval of Recollections: Minutes from September 2018 approved with minor changes

III. Visitor Presentations: Cidi Labs Demonstration
    • Cidi Labs – Design Tools Demonstration
       o Jacoba Behunin and Kenneth Larsen conducted an online demonstration of Canvas design tools
       o A recording of the demonstration was made by Jacoba
       o The committee discussed the design tools and fees that are associated with them
       o There was a suggestion for a workshop to test the tools before any purchase

IV. Action Items: None

V. Discussion Items:
   A. Online Tutoring Update – Jeanne
      • Tutor.com usage is up from last September
      • The limits for student usage have been removed and is now being monitored for any increases that may result
      • Skill Center usage is up
      • Student satisfaction is in the 90th percentile
      • Sabrina thanked Jeanne for all the work that she’s been doing during the changes to Tutor.com
B. **Online Library Update – Tina**
- Kanopy – Six-thousand dollars has been spent so far for Kanopy this year – for triggered videos
- Films-on-Demand has had 85,000 views
- Autumn asked about videos that are removed from Films-on-Demand and whether greater warning could be given so that instructors can adjust their courses if needed
- Tina stated that the library does try to purchase videos that get a lot of views on Film-on-Demand but are being removed

C. **Instructional Design Update – Corinne**
- Corinne has been busy with accessibility reviews for new online courses
- The Distance Learning website will be updated soon
- There have been a few instructional design workshops so far this semester – More will be coming soon
- The wireless in the studio has been spotty
  - The committee had a discussion with Tom about solutions to the wireless issues in the LRC

E. **Update on Online Course Review process (Out of order)**
- Suzanne explained the upcoming changes to the online review process
- Five new positions have been approved – One evaluation and process review coordinator and four reviewers
- There will be 20% release time for the coordinator and 10% for the four reviewers
- There will be an application process for these positions
- To be considered for these positions, individuals must have taught online, have previous experience reviewing online courses, completed OEI or @One training
- Applications will be available soon – Positions begin in January
- The committee discussed the changes and SCFA involvement

D. **Accessibility Transition and Advisory Committee – Tom and Suzanne**
- The accessibility work group of last year revealed the need for a greater effort on the part of the college to set institutional standards regarding accessibility
- Suzanne and Tom explained the process that led to the formation of an accessibility committee – Will be brought to the Faculty Senate
- The possibility of including staff and students was discussed

The meeting was dismissed at 2pm.