Thursday, 10/8/2015, 9:30-11:00 AM – Attendance Sheet attached. Absent: Bob Dammer, Steve Peterson.

Location: Business Building Conference Room B220S

1. Call to order: Meeting called to order by Jinan Darwiche at 9:30 a.m.

2. Public Comments – none.

3. Action items: Approve Minutes of meeting 9/24/2015: Motion to approve by Maria, Jennifer seconds. Passed unanimously at 9:48 a.m.

4. New and Old Business: Brown Act – brief reminders of due date of agenda, transparency in discussions, and quorum requirements.

   a. Calibrated Peer Review software – Steve Peterson. Since Steve is not present, this item will be discussed next meeting. Brief background provided: Students review each other's work. They grade each other. Ellen asked if it is accessible. Currently used by Professor Londe. Was free but not anymore.

   b. Lecture Capture – Market research - Presented by Ellen and Maria: Maria started. What is currently used to do lecture at home then publishing as opposed to live recording. Ellen will discuss cccconfer. Maria interview three faculty: first faculty teaches online using Camtasia to record the videos from PPT slides. Initially no captioning was added. Now, using Youtube to caption. Then she starts writing her scripts. Then her department bought a higher version of Camtasia which does captioning. Maria reviewed two other faculty lectures. 20 minute lectures. Al asked how a faculty assigns a lesson plan? Maria stated this was an online class. Another faculty interviewed was Sehat Nauli who teaches on campus. He uses Screen Cast–o-matic. Free. 10 minute lectures. Uses Youtube to caption. He's happy with it. He edits the captions afterwards. A demo was shown in this link: https://www.youtube.com/watch?v=VpG7eDJu7aE Jinan showed a demo of her CS 19 unit 4 video on event handling. Short 5 minute video. Last faculty interviewed is teaching online, he purchased a plugin for Adobe – Presenter. He writes the script. Can be published in a number of ways HTML5 compliant. 20 minutes of lecture. Posted in eCollege. Maria uses Articulate software for lab orientation and ppt. She logged into her eColllege to show a demo of lab orientation On the other hand, for faculty who think the on campus lecture experience is important, having a camera capturing the lecture is something that needs to be explored. We need to come up with a best practices document for videos and lecture recording. One of our goals is to standardize to facilitate training and support. Carol also stated the importance of lecture video is for students to review and for those who missed class to get the lecture. Ellen stated that the videos are also important for online classes. Ellen also stated that cccconfer provides a captioning real time, which is recorded with the lecture. It must be arranged 48 hours in advance. Maria stated that she used cccconfer to do a question

answering session. Ellen stated that Echo360, is for lecture capture in the classroom. Interactive with faculty and students. Captioning is pay as you go. Can get a demo from company. Goal of this discussion is create: 1. A best practices doc to create videos. 2. Institute a tool (or two) that faculty can use to create videos or lectures recordings.

Next time we will pick up on items 4a, 4c, and 4d from agenda.

5. Adjournment at 10:50 a.m.

Future meetings:

Thursday, October 22

Thursday, November 5,19

Thursday, December 3

10/8/15

Jennifer Hsieh
Carole Womack
Ebrahim Jahangard
Ellen Cutler
Al DeSalles
Maria Erickson
Jinan Darwish

9:30 a.m.