

Distance Education Committee Meeting Minutes

October 11, 2019 10:00 AM - 12:00 PM, GE-204

Attendees: Maritez Apigo via Zoom (English, Campus Instructional Designer), Carlos-Manuel Chavarria (Drama), James Eyestone (IT), Anthony Gordon (Art, POCR Lead), Maritza Guerrero via Zoom (NSAS), Monica Landeros (Political Science, DE Trainer and Campus Online Accessibility Specialist), Jessica Ounjian via Zoom (Psychology), Dionne Perez via Zoom (Counseling), Francis Reyes via Zoom (Computer Information Systems), Karen Ruskowski (Curriculum)

- I. **Online Tutoring** (Brandy Gibson)
 - A. Brandy was not present

- II. **Committee Membership**
 - A. Seeking students
 1. Anthony and Carlos-Manuel shared that students members from last year are no longer comfortable participating because of a faculty committee member's comments about online students
 2. James suggested contacting ASU president (Preston Akubuo) about recruiting new student members

- III. **Posting Committee Agendas & Minutes**
 - A. Michael shared that the DE Committee is being encouraged to publicly share our meeting agendas and minutes
 - a. Karen suggesting posting hard copies in the SAB
 - b. James discussed posting digital copies in the Q drive; Michael will follow up with James about this

- IV. **Canvas Issues**
 - A. Power outages
 1. Michael shared that he has not heard of any major issues for faculty or students regarding access to Canvas during the PG&E power outages
 2. The committee has not heard anything either so far
 - B. Films on Demand
 1. Michael shared that the issue of student access to Films on Demand seems to have been resolved
 2. Carlos-Manuel shared that his issues with Films on Demand have been resolved

3. Monica shared she is considering making a short video tutorial explaining how faculty can use the new app/LTI for Films on Demand

V. Updates on CVC-OEI Improving Online CTE Pathways Grant

A. Grant plan

1. Developing online sections of 3 CTE courses this semester:
 - a) BOT/CIS-190B (Pam Rudy)
 - b) BUS-181 (Tony Viertel)
 - c) CIS-125 (Francis Reyes)
2. We are Aligning 8-9 existing online CTE and GE courses to the CVC-OEI rubric
 - a) COUNS-140
 - b) ECON-220
 - c) ENGL-1A
 - d) MEDIC-205
 - e) MEDIC-206
 - f) MEDIC-150
 - g) PHILO-120
 - h) SPCH-120

(1) As POCR Lead, Anthony further updated the committee on the POCR program and suggested that we clarify expectations, including time commitments, for faculty participating next semester

B. Grant team

1. Instructional Designer: Erin Kelmereit
2. Campus Instructional Designer: Maritez Apigo
3. POCR Lead: Anthony Gordon
4. Campus Online Accessibility Specialist: Monica Landeros
5. Still seeking an OER Coordinator
6. Still seeking professional expert in online accessibility
 - a) James will add new team members to email group CCC DE Team

C. Design templates for CTE courses?

1. Did not discuss

VI. 4CD-UF Negotiations on Distance Education

The committee reviewed the current draft of new district policies and procedures regarding distance education, and discussed the following:

- A. Requiring or recommending ongoing professional development in DE teaching**

- B. “Requiring” or “highly recommending” that online evaluators have experience in online teaching
 - 1. Defining the meaning of “experience”
 - 2. Creating an email “pool” of experienced online evaluators at CCC
- C. Allowing evaluatees to select a previous week to be evaluated
 - 1. There was some debate about whether online evaluations should be of a current or past week
- D. There was some discussion about online evaluations becoming more inequitable as compared to face-to-face evaluations

VII. **Preparing DE Faculty for Accreditation**

- A. CCC DE Faculty Handbook
 - 1. Did not discuss
- B. Regular Effective Contact policy
 - 1. Did not discuss
- C. DE Addendum
 - 1. Michael shared with the committee that our current DE Supplement Form does not require faculty to explain how they will ensure accessible online content in their courses, as per Title V regulations
 - 2. Michael shared with the committee Southerwestern College’s DE addendum
 - a) The committee agreed to review a revised version of this DE addendum at our next meeting
 - b) Karen requested that the new addendum be compatible with eLumen

VIII. **Fall ‘19 Faculty Training Workshops**

- A. Regular & Effective Contact & Interaction (Maritez)
 - 1. Part 1: Instructor-Student Contact - Friday, 10/18 12-2 PM in GE-214
 - 2. Part 1: Instructor-Student Contact - Wednesday, 10/30 2-4 PM in GE-211
 - 3. Part 2: Student-to-Student Interaction - Friday, 11/15 12-2 PM in LLRC-125
 - 4. Part 2: Student-to-Student Interaction - Wednesday, 11/20 3-5 PM in LLRC-125
 - a) Maritez shared with the committee what these workshops will focus on
- B. Online Accessibility (Monica)
 - 1. Friday, 11/8 12-2 PM in CTC-128
 - 2. Friday, 12/6 10-12PM in CTC-128

- a) Monica shared with the committee what these workshops will focus on

C. Recording Options

1. Zoom

- a) Michael shared that all workshops will be available via Zoom

2. James

- a) James explained the options for recording these workshops for faculty who are unavailable to attend

IX. **OEI Implementation**

A. Online equity tools

1. Did not discuss

X. **Next Meeting:** Friday, November 8th 10:00 AM - 12:00 PM, GE-204