Distance Education Committee Meeting Minutes
November 8, 2019 10:00 AM - 12:00 PM, GE-204

Attendees: Maritez Apigo via Zoom (English, Campus Instructional Designer), Carlos-Manuel Chavarria (Drama), Anthony Gordon (Art, POCR Lead), Andrew Kuo (Library), Monica Landeros (Political Science, DE Trainer and Campus Online Accessibility Specialist), Jessica Le via Zoom (Medical Assisting), Francis Reyes via Zoom (Computer Information Systems), Bashir Shah via Zoom (Business), Karen Ruskowski (Curriculum)

I. **Announcements**
   A. Erica
      1. Erica Watson (Library) shared that the Library will soon be supplementing Films on Demand and Kanopy with a streaming service called Swank, which has more current and feature films
      2. Erica also shared the IPs for Films on Demand and Kanopy will be changing over the winter break, and that she will be available to help faculty teaching during the cybersession. Announcements and how-to videos will also be provided for all faculty.
   B. Brandy
      1. Brandy Gibson (Tutoring) shared that the Skills Center is piloting a local online tutoring program that allows face-to-face, hybrid, and online students to connect with CCC student tutors on their computers and smartphones. The platform is called Tradepal, and is half the cost of CCC's current online tutoring service, NetTutor. This semester, the pilot program is focused on students in Math and Statistics, with the possibility of expanding to include other disciplines next year.

II. **Updates on *CVC-OEI Improving Online CTE Pathways Grant***
   A. Grant plan
      1. Developing online sections of 3 CTE courses this semester:
         a) BUS-181 (now Bashir Shah)
      2. We are now aligning 6 existing online CTE and CTE-related GE courses to the CVC-OEI rubric
         a) Anthony shared that expectations, including time commitments, need to be better communicated to prospective participants. He also mentioned that as POCR Lead, he is considering revising the application process to include an interview.
   B. Grant team
      1. Still seeking online accessibility specialist

      a) Michael shared that the grant team interviewed on applicant for this position, but the candidate did not receive an offer.

   2. Still seeking an OER Coordinator

      a) Michael shared that the Academic Senate discussed this position, and decided to ask the ZTC Coordinator at LMC (Scott Hubbard) to assist CCC faculty with OER.

C. Michael shared that at its last meeting, DDEC voted to honor the initial agreements with faculty receiving compensation for developing or aligning online courses to the CVC-OEI rubric through the grant. Those agreements stated that faculty would receive $3,000 stipends. While compensation will still be based on Other Academic Service (OAS) rates, as demanded by the district earlier this semester, faculty can now work more than the previously allotted 50 hours to make total compensation more equitable. These changes have been reflected in a third agreement or "expectations rubric."

III. 4CD-UF Negotiations on Distance Education

A. Suggestions submitted to Jeffrey Michels

   1. Michael shared that he emailed the suggestions from the last DE Committee meeting about changes to the faculty contract where distance education is concerned, and that he received confirmation of this from Jeffrey Michels.

IV. Preparing DE Faculty for Accreditation

Michael shared DVC's draft of a Regular Effective Contact policy, and compared it with CCC's tentative DE Faculty Handbook. The committee discussed what the college must have for the ACCJC's visit next fall, such as a college or districtwide REC policy, and what faculty need to include in their course syllabi, such as a Communication Plan and Participation Policy.

A. REC checklist for spring '20 DE faculty

   1. Maritez will draft a checklist based on her REC workshops as well as DVC's REC policy and CCC's tentative DE Faculty Handbook.

B. Regular Effective Contact policy

   1. Maritez suggested that the district adopt DVC's REC policy, and Michael said he would raise this issue at the next DDEC meeting.

C. CCC DE Faculty Handbook

   1. If the DDEC votes to adopt a districtwide policy, this will need to be included in the handbook.

D. DE Addendum

1. Michael shared that he was unable to draft a new DE addendum for this meeting.

V. **Fall '19 & Spring '20 Faculty Training Workshops**
   A. Online Accessibility (Monica)
      1. Friday, 11/8 12-2 PM in CTC-128
      2. Friday, 12/6 10-12PM in CTC-128
   B. Regular & Effective Contact & Interaction (Maritez)
      1. Part 2: Student-to-Student Interaction - Friday, 11/15 12-2 PM in LLRC-125
      2. Part 2: Student-to-Student Interaction - Wednesday, 11/20 3-5 PM in LLRC-125
         a) Maritez noted that the rooms for the Part 2 workshop have been changed to GE-113 and GE-110, respectively.
   C. Ideas for spring '20 Flex week and beyond?
      1. Maritez proposed a DE mini-conference for Flex week, which would include several sessions (ex: a POCR workshop led by Anthony) as well as breakfast and lunch
      2. Carlos-Manuel pointed out that there may be schedule conflicts on the Wednesday of Flex week, due to changes in NEXUS requirements. He said he would follow up with Agustin Palacios about this.
      3. Maritez shared that she will be surveying faculty for ideas about spring '20 workshops.

VI. **Next Meeting?** Friday, December 13th 10:00 AM - 12:00 PM, GE-204
   A. Michael is looking into an off-site location for the last meeting, and will contact the committee with updates in the next couple of weeks.