

Distance Education Committee Meeting Minutes

September 13, 2019 10:00 AM - 12:00 PM, GE-204

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

I. New DE Committee Members

A. Committee member and attendee introductions

1. Erin Kelmereit, CCC's new Instructional Designer for the grant year

II. CVC-OEI Improving Online CTE Pathways Grant

Michael shared that CCC is receiving over \$460,000 to increase the quantity and improve the quality of our online CTE pathways, as well as provide more support and resources for all DE faculty at CCC.

A. Grant plan

1. Create 10 new online CTE courses to make 5-6 CTE programs fully online
 - a) Francis noted that CIS-110 and CIS-125 may not be developed into online courses
2. Align 20 existing online CTE and GE courses to the CVC-OEI rubric
 - a) Anthony (POCR Lead) shared that POCR mentors and mentees met Wednesday, 9/11 to launch this semester's round of peer online course review

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

C. Design templates for new (and existing?) online courses (Erin)

1. Erin shared possible templates for CCC's online courses
 - a) Jennifer asked questions pertaining to how these templates will translate to our LMS (Canvas)
 - b) Monica shared templates designed by Cidi Labs being used by City College of San Francisco
 - c) Michael will reach out to Cidi Labs for a demo and suggested sharing with Erin sample courses from CCC DE faculty

- d) On a related note, Jennifer asked about who within the district makes decisions about what is added and subtracted from Canvas. James shared that there used by an LMS-workgroup for these matters. Michael shared that that group has not met within the last year, and that he would recommend that DDEC reestablish the workgroup or have more regular meetings with the District Director of Information Technology.

III. Preparing DE Faculty for Accreditation

A. What to expect

1. Michael shared a resource from other California community colleges (from Maritez) about what accreditation teams look for: regular effective contact in all DE courses, a regular effective contact policy, a DE faculty handbook, accessible online content in all DE courses

B. CCC DE Faculty Handbook

1. Michael shared a draft of a DE faculty handbook for CCC DE faculty
2. Several committee members had suggestions and questions about examples of/best practices for instructor-to-student contact and student-to-student interaction
3. Michael will revise the handbook accordingly and share with the committee via email

C. Regular Effective Contact policy

1. The 4CD district is working on developing a districtwide policy

D. DE Addendum

1. Michael showed the DE addendum developed by Southwestern College, and shared that DDEC is considering adopting a revised version districtwide
2. Karen raised the issue of which DE addendum to upload to eLumen.
 - a) Michael will follow up with Karen about when the new addendum will be adopted

IV. Fall '19 Faculty Training Workshops

A. REC workshops for all DE faculty

Maritez shared that she will be giving the faculty training workshops on regular and effective contact below this semester:

1. Part 1: October 18th
2. Part 1: October 30th
3. Part 2: November 15th
4. Part 2: November 20th

B. Online Accessibility workshops for all DE faculty

II. **Electronic Library Services**

Electronic services librarian Erica Watson shared that links to videos on Films on Demand and Kanopy could change as early as 9/30. The challenge for faculty would be that they would have to update all of their relevant links. The benefit would be that these links would function better. The committee voted to recommend that the links be changed on 9/30 rather than later in the semester.

Erica requested suggestions for alternative streaming services be emailed to her at ewatson@contracosta.edu

III. **Next Meeting:** Friday, October 11th 10:00 AM - 12:00 PM, GE-204