



Distance Education Committee

Meeting Agenda

Date: Fri. December 11, 2020 **Time:** 10:00am-12:00pm **Location:** [Zoom](#)

Voting Members				
Maritez Apigo (Chairperson)	Marisol Cantu	Carlos-Manuel Chavarria	Anthony Gordon	Michael Kilivris
Monica Landeros	Kristin Lassonde	Jessica Le	Lauren Nahas	Jennifer Ounjian
Dionne Perez	Michele Redlo	Francis Reyes	Bashir Shah	Erica Watson

Non-Voting Members			
Jason Berner (Dean of Liberal Arts)	Yasuo “Sue” Abe (DSPS Manager)	James Eyestone (Technology Systems Manager)	Karen Ruskowski (Curriculum Specialist)
Blanca Castillo (student)	Vanessa Crisostomo (student)		

Time	Item	Action
10:00	Welcome 1. Housekeeping: Recorder of Meeting Minutes 2. Zoom reminders: mute mics when not speaking and use the “raise hand” feature to speak 3. Agreement: We uphold a safe space for our student committee members.	Assign recorder
10:02	Approval of the Nov. 13, 2020 meeting minutes	vote
10:05	Public comments	n/a
10:10	DE Guidance on Online Assessment and Proctoring Software was endorsed by the Academic Senate Council on Nov. 16, 2020.	Informational
10:15	DE Team changes due to CTE Pathways Grant expiring this fall and funding constraints <ul style="list-style-type: none"> ● Rehired for spring 2021: 2 internal IDs (Monica Landeros and Lauren Nahas), POOCR Lead (Mike Kilivris), and DE Coordinator (Maritez Apigo) ● DE Student Support Specialist has been CARES-funded fall 2020 and will continue for spring 2021 (Erica Watson) 	Informational

	<ul style="list-style-type: none"> Not rehired for spring 2021: 2 external IDs (Erin Kelmereit and Denise Maduli-Williams) and Accessibility Specialist (Kristin Lassonde) 	
10:20	<p>Student Resources</p> <ol style="list-style-type: none"> Quest student feedback, Maritez will update over winter break <i>Comet Support Hub</i> - Maritez will develop over winter break and add to the Orientation Module Template. Wellness Central - Maritez will develop during spring 2021 Student-facing how-to videos - Erica Other suggested student resources needed? 	Informational
10:40	<p>Faculty Professional Development</p> <ol style="list-style-type: none"> One-on-one ID support Dec. 14-18 and Jan. 18-22 - Lauren and Monica Canvas New Rich Content Editor coming Jan. 16, 2021 DE Spring Summit - Jan. 19, 2021, 9am-4pm - Monica, Lauren, Mike, and Maritez "DE Pandemic PD" spring 2021 draft plans and suggestions - Lauren, Monica, and Maritez PD on tech: Pronto, Studio, Flipgrid, Pope Tech, Ally, Hypothesis, others? DE Drop-In Lab Hour every Friday, 12-1pm (new for spring 2021) POCR program - Mike Requesting funds for the continuation of the POCR Program Requesting funds for the continuation of the DE Mentor Program, fall 2020 had 12 mentors and 17 mentees 	<p>Informational</p> <p>vote</p> <p>vote</p>
11:10	<p>Technology</p> <ol style="list-style-type: none"> STAC order form for the purchase of NetTutor and Proctorio - usage? New Canvas Support Model coming Jan. 1, 2021 - \$1,972 for 24/7 phone support for faculty and students Ally (Phase 2) will be enabled very soon for the entire district Requesting funds for Hypothesis (draft of full proposal) Political science dept wants Respondus Lockdown Browser Process for college purchases of technologies 	<p>Informational</p> <p>vote</p> <p>vote</p>
11:30	<p>Open Educational Resources and Zero Textbook Cost</p> <ol style="list-style-type: none"> Encouraging faculty OER adoption is written in the CCC DE Strategic Plan as an equity goal. Update: 9 faculty working on OER/ZTC projects, 10 other departments have expressed interest (slide with more info) Districtwide OER event on Feb. 19, 9am-12pm Adding OER/ZTC section to the Course Outline of Record OER Workgroup - Interested in joining? Strategize how we can promote more faculty adoption of OER and ZTC in DE 	<p>Informational</p> <p>Dev. plans</p>
11:50	Looking Ahead at Spring 2021	

	<ol style="list-style-type: none"> 1. Goal: work with ASC to establish our bylaws, voting structure, etc. 2. All 3 colleges will apply for a DE budget for next AY for our positions, programs, and technologies. 3. Our next meeting is on a Presidents' Holiday. Do we want to hold a February meeting? The next 2nd Fri. is March. 12, 2021, 10am-12pm. 	Informational vote
11:58	<p>Review of Next Steps and Action Items</p> <ul style="list-style-type: none"> ● Maritez with submit the CARES funding application for DE, which covers Spring 2021 only. ● Maritez will roll out the <i>Comet Support Hub</i> at the start of spring 2021. ● 	Informational
12:00	Adjourn. Have a restful and rejuvenating winter break!	n/a