



# Distance Education Committee

## Meeting Minutes

**Date:** Fri. October 9, 2020    **Time:** 10:00am-12:00pm    **Location:** [Zoom](#)

### Voting Members

Maritez Apigo (Chairperson)	Marisol Cantu	Carlos-Manuel Chavarria	James Eystone
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

Dean Jason Berner (manager)	*Yasuo "Sue" Abe (DSPS)	Blanca Castillo (student)	Vanessa Crisostomo (student)
Karen Ruskowski (classified)			

\*=absent

- 10:00 am** Welcome & Housekeeping
- Recorder of Meeting Minutes - Carlos-Manuel volunteered.
  - Voting procedure
    - Maritez proposed to discuss and vote with our thumbs and then have a discussion. We need majority members of the vote to pass for this meeting since we have not time to write the bylaws now. The issue will be discussed next meeting. Faculty members are the only one that can be "voting members."
- 10:05 am** Welcome New Members
- Sue Abe (DSPS)
  - Blanca Castillo (student) and Vanessa Crisostomo (student) -- agreements for student membership
    - Maritez has proposed to make our meetings a safe space for our students since they are now joining our committee. It has been agreed.
  - Any other classified staff to add?
    - There are two seats for classifies to fill in. Karen Ruskowski will take one seat. Brandy Gibson will put out a call to fill the other seat.

- 10:10 am** Approval of [Sept. 11, 2020 meeting minutes](#)  
Minutes were approved.
- 10:17 am** Public comments  
No public comments
- 10:20 am** Guidance Memos
- The last [two guidances on synchronous classes and determining online attendance](#) were endorsed by the Academic Senate Council and shared at Council of Chairs.
    - Discussion and observations about the two online guidelines were done.
    - Overall, it was well-received by faculty.
  - Review the [draft of guidance on online proctoring](#).
    - Maritez asked Jason to frame the conversation about issues of academic integrity in relationship to online proctoring.
    - Jason shared that there are two extreme philosophies: 1) When a student is taking an exam they must be monitored. 2) Don't obsess on cheating, look for more authentic ways to test students that go beyond traditional ways.
    - Maritez introduced the DE draft for online proctoring starting with the problems, suggested alternatives, and example authentic assessments instead of using this technology.
    - Problems of racism and discrimination were brought out. Along with problems regarding students with disabilities. Sue thanked us for adding that section in and Karen agreed.
    - Kristin stated that the wording of the document makes the software sound like it is a robot who is handling the software rather than a professor.
    - Kristin asked what the difference is between proctoring and recording videos, responses were that students recording videos is student-centered and not policed or surveilled.
    - Maritez formed a subcommittee of volunteers to further discuss the language of the document. Members include: Marisol, Jessica, Lauren, Kristin, and Carlos-Manuel.
    - James volunteered to reach out to Proctorio so we can have a written response addressing our concerns. He'll update us when he receives their response.
- 11:00 am** Accreditation visit
- They implied to a recommendation that REC is "regularly and consistently applied".

- Maritez said that while they commended our REC policy itself, her insight is that the college/district may have to develop ways to check for it more frequently than faculty evaluation schedules.
- We won't have their actual report until January or February 2021.

### **11:05 am** Student Resources

- Wellness Central and Student Support Hub are now in development with the Student Services Division, enrollment, Library, Tutoring, and the Bookstore.
  - Working on making a more uniform online information center for helping students, such as an online "hub." A single hub with information will provide equitable access for online students to all the services and resources CCC offers to students, a service to go live before this spring (as a goal) and exist even beyond COVID.
  - The Wellness Center gives students self-paced support resources on the 6 dimensions of health and wellness.
- Pisces and Tutoring - Brandy Gibson
  - Multiple issues but talking about the most pressing issue: NetTutor. It has been fairly successful. Not too friendly for mobile devices. The main issue is that students are having a hard time accessing NetTutor. Challenges when teaching online and how to communicate with the students. The information isn't reaching the class. Brandy is asking for ideas on how DE can help to help reach students.
  - Ideas were shared: a module will be created to share and an announcement that can be copied and pasted.

### **11:20 am** Faculty Professional Development

- DE Mentor Program: 12 mentors, 18 mentees
- reflect on [fall workshops](#) offered so far and [Accessibility Support for Teaching](#) and future plans
  - Lauren, Monica, Kristin, and Carlos-Manuel shared their experiences with how the workshops went.
  - Ideas were shared about how to share information about upcoming workshops.
  - Email reminders about workshops from DE and from presenters.
  - Making workshops interactive.
  - Kristin has a hands-on accessibility program Canvas shell to help faculty to make their Canvas courses more accessible. 2 faculty have expressed interest.

### **11:30 am** Open Educational Resources and Zero Textbook Cost

- Encouraging faculty OER adoption is written in the [CCC DE Strategic Plan](#) as an equity goal.
  - This strategic plan was written by Judy Flum before her retirement in 2018 and is in effect until 2023.
  - That equity goal states for more faculty adoption of OER.
- [Student survey data](#)
  - Data shows the disadvantages associated with textbook costs: drops, can't afford groceries, avoid taking classes, etc.
- [Associated Student Union resolution](#)
  - Wrote a resolution in support of faculty adoption of OER.
  - Vanessa shared the barriers she faces with textbook costs.
- Strategize how we can promote more faculty adoption of OER/ZTC
  - Discussion for this item will be done at the next meeting.

**11:55 am** Review of Next Steps and Action Items

- Maritez will set up a meeting with the sub-committee to finalize the guidance language and share it with the committee by email.

**12:00 pm** Adjourn. The next meeting is on Fri. Nov. 13, 2020, 10am-12pm.

*Minutes approved by the DE Committee on \_.*