



Distance Education Committee

Meeting Minutes

Date: Fri. November 13, 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)		

* = absent

Time	Item	Action
10:00 am	Welcome <ul style="list-style-type: none"> Housekeeping: Recorder of Meeting Minutes Zoom reminders: mute mics when not speaking and use the "raise hand" feature to speak Agreement: We uphold a safe space for our student committee members. 	Recorder volunteer
10:02 am	Approval of the Oct. 9, 2020 meeting minutes Kristin requested that the wording about the accessibility program leaned negative. Changes were made to that area of the minutes, and they were approved unanimously.	vote
10:05 am	Public comments Regarding the proctoring software guidelines: Jon Celesia: <ul style="list-style-type: none"> 2 min: Carlos Santana on Hendrix: https://youtu.be/tTev-IWG1Xg There is a way to avoid these conflicts 	n/a

	<ul style="list-style-type: none"> ● We need to respect and have a safe space to present different opinions and evidence ● We need to think critically and weigh research when offering guidelines ● ...being careful not to shame others and certainly, here, not to persuade student to agree with one side rather than to think critically. ● Please feel free to Zoom with me ● I hope we can assume that we all share CCC Vision, Mission & Values—want ST Success! ● STEM has little representation here and needs to have input on Proctorio and Synch vs. Asynch, etc. ● We need to go beyond persuasive writing and debate and we do this by taking an open look at all aspects without having a personal agenda. ● There is funding for Proctorio and we will use it and we will train others that choose to use it. ● Without Proctorio, we will dramatically reduce the CS enrollments we can manage, this is horrible in the face of Sthe SCFF ● Without Proctorio, we do NOT prepare our STEM students for success ● We have contacted a long list of HBCU and HSI that advocate the use of Proctorio or the like ● Including the top 5 HBCU, Howard (we are in communication with the chair of CS), etc. ● Without Proctorio, the academic integrity of online classes can be, and is, be called into question <p>Please give Carlos Santana a 2 min listen sometime.</p> <p>Katie Krolkowski could not make it to the meeting, so she sent a video comment making the point that proctoring itself is a valuable part of scientific education, which is supported by the literature and the experience of students and faculty at CCC. The guidance does a good job of calling attention to impact on students, but she suggests it should have stayed focused on proctoring software. She sent a document with her specific suggestions as well.</p> <p>TJ Bansal - Our goal is the same. The problem that we face is related to articulation. CCC has a problem with articulation, and we need to prepare students for the experiences they will have when they transfer.</p>	
10:10 am	<p>DE Guidance on Online Assessment and Proctoring Software update, next Academic Senate Council meeting is Mon. 11/16, 2:15-4pm.</p>	Attend if you desire

	<p>Further discussion and possible voting on the guidance will take place on the 16th. The guidance has the support of the Associated Student Union and all of the faculty and staff racial affinity groups: the AASA, the LFSA, and the APIFSA steering committee.</p>	
10:12 am	<p>Student Resources</p> <ul style="list-style-type: none"> • <i>Comet Support Hub</i> in development - Maritez reviewed the Hub website which is still in development. Her roll out is aimed for spring 2021. Dionne proposed creating a tile linking to the Hub on the portal. • Student-facing how-to videos - Erica shared her list of video ideas and stated that they will be under 2 minutes, all will be youtube hosted, and will be easily embedded wherever they are needed (in a course, on a student service website, etc). Blanca suggested a video on how to enroll. Erica will begin recording! • Other suggested student resources needed - Rob stated that he would work with Erica to avoid overlap for the FYE materials. Dennis suggested further resources on how to enroll and Erica and Dennis will work on that. • Pisces, NetTutor - Brandy - The chancellor's office will fund these through June 30th, 2021. Hopefully, we will get an update on funding beyond spring. Brandy clarified that the bigger problem is that they limited the number of hours that are funded. This year we had 258 hours and we usually don't use that many, but we have used them all at this point in the semester. Brandy has requested funding for more hours to get us through this year. We need to direct traffic to Pisces instead of NetTutor. Kristin suggested a direct button to Pisces and NetTutor. Brandy said that that is the goal for next year (there wasn't enough time to make that happen for this semester). Brandy is also working on ways to demo those tools for faculty. Kristin said that making the hours for tutoring clearer was important. Vanessa suggested making the tutoring hours relevant to your course clearer for the students. Maritez said she would update the template orientation module with the tutoring hours information for spring roll out. 	n/a
10:35 am	<p>Technology</p> <ul style="list-style-type: none"> • CO System-wide Technology Support - Until June 30th 2021 they will fund: Canvas, Canvas 24/7 Chat Support, Canvas Studio, Pisces, Ally, Zoom, and Labster. • District - Ally Phase 2 - Maritez asked how we feel about rolling our phase 2, which is more faculty-facing. It will tell you how accessible or inaccessible your files are. Tests word docs, pdfs, images, and then it walks you through a remediation process. 	n/a vote

	<p>Carlos-Manuel stated that he thinks that Phase 2 is very helpful in that it clearly shows him how horrible his files are. It makes him aware of a problem, and he can fix it right away. The biggest challenge is the fact PDFs are always going to be red until they are completely accessible, which can be complicated to fix. He stated the need for Adobe Acrobat. The red and green colors remind you of the state of your materials. Once you start doing it, it makes you feel really good to get those green symbols!</p> <ul style="list-style-type: none"> ● Maritez moved to approve releasing Ally phase 2. It was approved unanimously. This will be taken to DDEC so that it can be made available district-wide. 	
10:50 am	<p>Faculty Professional Development</p> <ul style="list-style-type: none"> ● 20 fall workshops offered - Monica, Lauren, Kristin, and more ● Maritez commented on Zoom fatigue, and that we are rethinking how we offer PD to move toward making it more asynchronous and more convenient for faculty/staff. ● Mike reported on the POCR program which certifies courses based on the CVC-OEI Course Design Rubric. We have had around 25 courses go through the program. This semester it's 6 (possibly less interest because of the pandemic). This semester, the program has a course shell with resources, meetings for norming the evaluation, and there is a district-wide review process that is still in development. You go through the local program at CCC, and then you have a district-level review, and then it goes on to CVC-OEI review. The ultimate goal is to get POCR certified as a district. Once we are certified that will expedite the process. ● Accessibility Support for Teaching - Kristin - The program is developing but is going slow in terms of gathering faculty participants. Ally phase 2 will possibly help faculty realize they need more support. Currently, there are 10 participants, and Kristen will email those names to Maritez to gather their feedback. ● DE Mentor Program: 12 mentors, 17 mentees - Maritez - We'd like to expand to 1 mentee per department/division. Maritez reported that most meetings happened via Zoom, mentors were rated "extremely" responsive, supportive, etc in a survey evaluating the program. The feedback was overall very positive. Maritez will gather feedback from the Mentors side of things next week. Kristin clarified that we have only 7 respondents so we'll have more feedback after the other 10 submit their responses. ● "DE Pandemic PD" spring draft plans - Monica, Lauren, Kristin <ul style="list-style-type: none"> ○ Monica - Plans to help people understand the rubric criteria via short videos, small things that align our courses to the 	Dev. plans

	<p>rubric making it easier in the long-run to get courses aligned. Carlos-Manuel commented that in the long run folks will continue to use a lot of these things even when we go back F2F. Beyond the rubric, this will help people teach better classes in the future. Maritez stayed that these resources can also be made available to POOCR participants.</p> <ul style="list-style-type: none"> ○ Lauren - 5-Day Challenge to Prep your class for spring via daily emails with videos and resources. This could be followed-up with a synchronous session to check-up on their materials. Canvas New Quizzes via short videos on each question type followed by a hands-on session developing quizzes. This could also incorporate thinking about quizzes as learning tools. Perusall will probably be a more traditional workshop, but Lauren will send out pre-workshop resources or maybe “homework” to make the synchronous time more hands-on. Basically, flip the workshop. Lauren will focus on incorporating elements of the Peralta equity rubric in all of these trainings. ○ Kristin - Create interactive asynchronous materials. She has created a draft. She’ll follow it up with synchronous sessions. ○ Maritez said the DE Team will develop ideas for how to best advertise the spring PD materials/events. ● PD on tech: Pronto, Studio, Flipgrid, Pope Tech, Ally, others? - Maritez suggested we create less than 5-minute videos on how these existing tools work. For example, the new Pronto Meetings video conferencing tool. 	
11:20 am	<p>Open Educational Resources and Zero Textbook Cost</p> <ul style="list-style-type: none"> ● Encouraging faculty OER adoption is written in the CCC DE Strategic Plan as an equity goal. ● Student survey data on textbook affordability ● Associated Student Union resolution - They have written in support for OER adoption. ● Academic Senate Council resolution - In support. ● Strategize how we can promote more faculty adoption of OER and ZTC in DE <ul style="list-style-type: none"> ○ Kristen suggested providing a list of available options. Some in Math question the quality of OER, as an example. Maritez said that she and Paola Ceccarini are already doing this for faculty who submit the OER interest form. ○ Lauren suggested that we reach out to individual departments and educate ourselves about the challenges in this area for fields where changes/updates in their materials happen rapidly. Maritez shared that ESL and Humanities/Philosophy are two departments who have 	Dev. plans

	<p>expressed interest in department-wide OER projects. ESL especially for their noncredit program.</p> <ul style="list-style-type: none"> ○ Jon pointed out that one significant problem is the difficulty and time commitment involved in creating these materials. Maritez pointed out that there are different levels of funding and levels of workload: adopt, adapt, and author Bashir, who has done this already, commented that there was a lot of effort/time put into creating quizzes. Another area of work was customizing the materials. ○ Maritez pointed out that in terms of equity, with OER, faculty have total control and can create more inclusive materials. 	
11:35 am	<p>Districtwide adoption of the Peralta Equity Rubric - Peralta came out with the 3.0 version of the rubric in October. We are discussing adopting it district-wide. Maritez reviewed the rubric. Jennifer commented that we should think about how to apply the rubric. Maritez clarified that the OEI rubric is working to incorporate equity in the next iteration and that these rubrics are for the “ceiling” not the “floor.” We approved adopting the rubric with no one opposed.</p>	vote
11:42 am	<p>Review of Next Steps and Action Items</p> <ul style="list-style-type: none"> ● DE Team will finalize “DE Pandemic PD” plans and share at our Dec. meeting. 	n/a
11:43 am	Meeting adjourned.	