![Contra Costa College logo]

Distance Education Committee
Meeting Minutes

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)		

*=absent

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 • Approved unanimously without changes.	vote
10:05	Public comments • Karen gave a shout-out to people who signed the DE addenda (approx. 180) • Jason Berner- For the courses that do not get DE approval for spring 2021 will have to be removed from the schedule. • Maritez gave a shout-out to CIC who will be approving all of the DE addenda.	n/a
10:10	DE Guidance on Online Assessment and Proctoring Software was endorsed by the Academic Senate Council on Nov. 16, 2020.	

	- About 47 attended that ASC meeting and over 20 spoke. A lively discussion ensued with many pros/cons mentioned at the Academic Senate Council Meeting. It was endorsed with a 7 yes, 4 no vote. - The guidance gained support from all the racial affinity groups: AASA, LFSA, and APIFSA. - David de la Cruz from ASU reported that they will be writing a resolution against Proctorio and be collecting signatures on a petition.	Informa-tional
10:15	**DE Team changes** due to CTE Pathways Grant expiring this fall and funding constraints - Rehired for spring 2021: 2 internal IDs (Monica Landeros and Lauren Nahas), POCR Lead (Mike Kilivris), and DE Coordinator (Maritez Apigo) - DE Student Support Specialist (Erica Watson) has been CARES-funded fall 2020 and will continue for spring 2021 - Not rehired for spring 2021: 2 external IDs (Erin Kelmereit and Denise Maduli-Williams) and Accessibility Specialist (Kristin Lassonde)	Informa-tional

10:20	**Student Resources**
	1. Quest student feedback, Maritez will update over winter break
	   - Maritez shared the student feedback on Quest, which was overwhelmingly positive. Of 1,105 students (over 1,500 completed Quest this fall), the vast majority of them indicated that it was "very helpful" and that 95.9% would recommend it to a friend who is new to online learning.
	   - Maritez shared her updates will include: adding the Comet Support Hub as a new student resource available spring 2021, some of Erica's videos, and links to wellness resources.
	2. *Comet Support Hub* - Maritez will develop over winter break.
	3. Wellness Central - Maritez will develop during spring 2021
	   - Maritez gave the committee a sampling of what it looks like.
	   - Michele expressed the need for it in the chat.
	4. Student-facing how-to videos - Erica
	   - Erica expressed her issues with Camtasia, then Snagit, and finally found Screencast-o-Matic to work for her. She will work on them over winter break.
	5. Other suggested student resources needed?
	   - Sue wanted to ensure that all videos are DSPS compliant with not only captions but audio descriptions when necessary.
	   - Lauren said that she records with narrative descriptions instead of visual descriptions so that there would not be a need for audio descriptions.
		Informa-tional

10:40	**Technology** 1. STAC order form for the purchase of NetTutor and Proctorio	Informa-Tional

	- Maritez reported that we are purchasing 500 hours of NetTutor and 650 student usage of Proctorio for spring 2021. - Maritez asked James if there's a way to control in Canvas which courses/faculty can use Proctorio. James said he would find out. - Unanimous vote in support of the STAC order. 2. New Canvas Support Model coming Jan. 1, 2021 - $1,972 for 24/7 phone support for faculty and students - James shared that phone support is very popular among CCC students and faculty, and we should keep that feature going forward. - Unanimous vote in favor of purchasing Canvas phone support. 3. Ally Phase 2 rollout very soon for the entire district - We will need to offer training. 4. Requesting funds for Hypothesis (draft of full proposal) - Unanimous vote in favor of purchasing Hypothesis 5. Political science dept wants Respondus Lockdown Browser - Maritez described what Respondus Lockdown Browser does. Monica from political science said she would not use it. No representatives were present to advocate for it. 6. Process for college purchases of technologies - Maritez clarified the process for collegewide purchases of new technologies: DE Committee would 1. Vet, 2. Train, and 3. Pilot before moving to a college purchase. This process would not apply to single department purchases of technologies. We also need to consider if the installation would be at the campus or district level of Canvas. If it requires a district-level installation, then I would need to get DDEC approval first. - Unanimous vote in favor of this process	vote vote vote vote
11:00	**Faculty Professional Development** 1. One-on-one ID support Dec. 14-18 and Jan. 18-22 - Lauren and Monica - Discussion: people are probably burned out and will not take advantage of the December dates. - Agreement to hold appointments during the first 3 weeks of January. - Monica will support NSAS and Student Services Divisions. Lauren will support Liberal Arts and AACE Divisions. 2. Canvas New Rich Content Editor coming Jan. 16, 2021 - Important to have support available for the change happening to Canvas because it has a different look. - Maritez will email Lauren's new RCE video tour in her CCC DE UPDATE going out this afternoon. 3. DE Spring Summit - Jan. 19, 2021, 9am-4pm - Monica, Lauren, Mike, and Maritez 4. "DE Pandemic PD" spring 2021 draft plans and suggestions - Lauren, Monica, and Maritez	Informa-tional

	- Maritez shared the DE faculty survey results that they want tools for online learning, student engagement beyond discussions, practical tips, tutorials for technology, etc. - Online tutoring has Canvas/InSite drop-in hours 1/19-2/4 for students. - The DE Team is considering these results for our PD offerings. 5. PD will be offered on tech: Pronto, Studio, Flipgrid, Pope Tech, Ally, Hypothesis, others? Unanimous vote in favor of funding Accessibility Specialist Liesl Madrona from the CCC Accessibility Center 6. DE Drop-In Lab Hour every Friday, 12-1pm (new for spring 2021) 7. POCR program - Mike - No update because Mike was out sick. 8. Requesting funds for POCR Program - Unanimous vote in favor of funding POCR Program 9. Requesting funds for the continuation of the DE Mentor Program, fall 2020 had 12 mentors and 17 mentees - Maritez shared the goal of expansion so that there's one DE Mentor for each department. - Unanimous vote in favor of funding the DE Mentor Program	vote vote vote
11:30	**Open Educational Resources and Zero Textbook Cost** 1. Encouraging faculty OER adoption is written in the CCC DE Strategic Plan as an equity goal. 2. Update: 12 faculty working on OER/ZTC projects, 10 other departments have expressed interest (slide with more info) 3. Districtwide OER event on Feb. 19, 9am-12pm 4. Adding OER/ZTC section to the Course Outline of Record 5. OER Workgroup - Interested in joining? 6. Strategize how we can promote more faculty adoption of OER and ZTC in DE The agenda was very full, so the OER discussion was tabled until the next meeting.	Informa-tional Dev. plans
11:50	**Looking Ahead at Spring 2021** 1. Goal: establish our bylaws, voting structure, etc. - We will start working on this in Spring 2021 with support from the ASC. 2. All 3 colleges will apply for a DE budget for next AY for our positions, programs, and technologies. - Maritez is working with the other colleges and our college to propose institutionalized funding for DE. - Carlos-Manuel expressed the dire need for this. 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.	Informa-tional

	● Unanimous decision to schedule the next meeting on Fri. February 5, 2021, 10am-12pm.	vote
11:58	**Review of Next Steps and Action Items** ● Maritez will submit the CARES funding application for DE, which covers Spring 2021 only. ● Maritez will roll out the *Comet Support Hub* at the start of spring 2021 and add it to the Orientation Module Template.	n/a
12:00	Adjourn. Have a restful and rejuvenating winter break!	n/a