Distance Education Committee Meeting Minutes
March 13, 2020 10:00 - 11:00AM, GE-204

Attendees: Maritez Apigo (English, Campus Instructional Designer), Carlos-Manuel Chavarria (Drama), Amanda Choi (Library), James Eyestone (IT), Anthony Gordon (Art, POCR Lead), Maritza Guerrero (NSAS), Michael Kilivris (Humanities/Philosophy, DE Coordinator), Monica Landeros (Political Science, DE Trainer and Campus Online Accessibility Specialist), Jessica Le (Medical Assisting), Jennifer Ounjian (Psychology), Karen Ruskowski (Curriculum), Francis Reyes (CIS), Erica Watson (Library)

I. **Approval of 1/31/20 Meeting Minutes**
   A. The committee voted to approve these minutes.

II. **Pronto Demo**
   A. Pronto provided a short demo, but the connection was lost before the demo was completed. Michael suggested postponing discussion about Pronto to focus on transitioning the college to remote instruction due to the COVID-19 pandemic.

III. **Announcements**
   A. Michael shared that the Academic Senate Committee voted to approve the committee's Regular & Effective Policy statement.
   B. Amanda, Erica, and Maritez offered to table their announcements/updates so that the committee could address the college's transition to remote instruction.
   C. The committee agreed to spend the remainder of the meeting on determining how to help faculty transition to remote instruction.

IV. **Support for Remote Instruction**
   A. Katie (ASC President) thanked Maritez and Anthony for framing the messaging of instructional continuity as being *remote*, rather than *online*, instruction. She asked the committee to think about what technology needs faculty may have (ex: webcams, tablets) to teach remotely, and shared that the district will compensate DE volunteers for helping faculty make this transition.
   B. The committee agreed that DE volunteers should provide in-person and virtual "office hours," as opposed to training workshops, to support faculty transition to remote instruction.
   C. Maritez suggested centralizing resources for remote instruction in a website, and offered to create one.

D. Monica suggested enrolling all faculty in Judy Flum's Canvas training course from several years ago. Maritez suggested that this may be overwhelming for faculty new to remote instruction, who need to take "baby steps."

E. James shared that the college had ordered a number of webcams, and asked what information to email faculty regarding technology. The committee discussed what equipment faculty would need to create videos on campus such as webcams, studios, etc.

F. Carlos-Manuel asked if the committee should discourage faculty from requiring synchronous classes. Monica said yes, because doing would be inequitable for students. Jennifer stated that we should encourage asynchronous teaching but also support synchronous instruction.

G. Erica said to refer students to her to bridge the faculty-student gap regarding Library-related issues.

V. **Next Meeting?** Scheduled for Friday, April 10 10:00AM -12:00PM in GE-204