

Distance Education Committee Meeting Minutes

April 10th, 2020 10:00AM - 12:00PM on Zoom (<https://4cd.zoom.us/j/9651071221>)

Attendees: Maritez Apigo (English, Campus Instructional Designer), Carlos-Manuel Chavarria (Drama), James Eyestone (IT), Anthony Gordon (Art, POCR Lead), 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 3/13/20 Meeting Minutes**

- A. Minutes were approved

II. **Committee Updates**

A. DDEC

1. Michael, Monica, and Maritez shared updates from the DDEC meeting on 4/8/20.
2. Michael said that the 4CD Online Teaching Institute will be expanding and adding sections of *Becoming an Effective Online Instructor* this spring and summer, and that CCC faculty are needed and encouraged to facilitate.

B. PD

1. Carlos-Manuel and Jessica shared that the PD Committee would like guidance from the DE Committee on discipline-specific resources for faculty during this period of remote instruction, as well as online readiness support for students.

C. Other

1. Karen shared that the CIC continues its work on eLumen, which should go live in the fall.

III. **Technology**

A. New tools: TechSmith Relay, Cranium Cafe, Labster, Blackboard Ally

1. Michael announced that CCC now has TechSmith Relay, a tool for video creation, Cranium Cafe, for online counseling, and Labster, an online lab platform.
2. Maritez shared that the Chancellor's office will soon be providing the student-facing side of Blackboard Ally, an accessibility tool, to all California community colleges for free.

B. Canvas and Zoom storage

1. James reassured that Canvas storage should not be an issue for most faculty, and that increasing storage would be a district, and likely a costly, decision. He also acknowledged recent issues with Zoom, due to heavy demand, and that there is nothing that can be done about this locally.
2. Anthony pointed out that Canvas storage issues likely arise from rolled-over files and other content, and that faculty can avoid this by removing such files.

IV. **Remote Instruction**

A. Faculty Support

1. Training

a) Virtual Office Hours

(1) Michael announced that DE virtual office hours will continue through the end of the semester

b) Other? Canvas basics? New tools?

(1) The committee agreed to offer a workshop on Canvas basics for remote instruction, with the exact date and time to be determined.

V. **CVC-OEI Grant**

A. Extension

1. Michael shared that the grant period has been extended through the end of the fall '20 semester.

VI. **Next Meeting?** Scheduled for Friday, May 8th 10:00AM -12:00PM on Zoom