

## Distance Education Committee Meeting Minutes

May 8th, 2020 10:00AM - 12:00PM on Zoom (<https://4cd.zoom.us/j/9651071221>)

**Attendees:** Maritez Apigo (English, Campus Instructional Designer), Carlos-Manuel Chavarria (Drama), Anthony Gordon (Art, PO CR 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), Erica Watson (Library)

### I. **Approval of 4/10/20 Meeting Minutes**

- A. The committee voted to approve these minutes.

### II. **Committee Updates**

#### A. DE/DDEC

1. Michael shared that the 4CD Online Teaching Institute is still looking for facilitators from CCC for expanded and new sections of *Becoming an Effective Online Instructor*.
2. Maritez reminded that Jeffrey Michels (UF) is seeking additional compensation for facilitators.
3. Michael announced that Maritez Apigo will be the new DE Coordinator starting next semester (fall 2020).
4. Maritez shared that there will be 8 additional DE-related positions next year, funded through the CARES Act: Instructional Designer (2), Accessibility Specialist (2), DE Student Support Specialist, PO CR Lead, OER Coordinator, DE Support Specialist.

#### B. PD

1. Carlos-Manuel shared that there will be a new Professional Development website, [Grow@4CD](http://Grow@4CD), where faculty will create and enroll in workshops.

### III. **Technology**

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

1. Monica explained that CCC now has the student-facing side of Blackboard Ally, an accessibility tool that allows students to convert PDF files into other accessible formats.
2. Monica stated that the district's license with TechSmith Relay ends in December.
3. Erica shared that she has heard from faculty at other colleges that Labster is "wonky."

#### IV. **DE Addenda**

##### A. Action item: approve revised addendum and addendum for emergency situations

1. Karen asked if percentages of face-to-face vs. online for hybrid courses needs to be carried over from the previous form.
2. Maritez suggested replacing the section on regular and effective contact, rolled over from the previous form, with the Accreditation Preparation Checklist.
  - a) The committee agreed to make this revision.
3. Carlos-Manuel asked if Title 5 regulations concerning publisher content apply to requiring students to purchase films. Jennifer offered to ask Catherine Frost (A&R) about this.
4. Karen questioned the order of signatures carried over from the previous form.
  - a) The committee agreed to revise this part of the addendum.
5. The committee voted to approve the new DE Addendum.
6. Carlos-Manuel asked if the Addendum for DE in Emergency Situations would cover personal emergencies.
7. Maritez suggested that all courses might need approval for emergency situations.
8. Karen said that a second addendum might not fit into eLumen.
9. Maritez suggested adding both addenda to the DE webpage, and clearly distinguishing the two.
10. The committee voted to approve the Addendum for DE in Emergency Situations.

#### V. **DE Faculty Handbook**

##### A. Action item: approve DE Faculty Handbook as supplement to DE addendum

1. The committee agreed to have a special meeting to approve this on Friday, 5/15.

#### VI. **2019-2020 Accomplishments**

##### A. Michael shared a list of the DE Committee's accomplishments over the past year, and congratulated and thanked all committee members for their leadership.

#### VII. **Next Meeting?** Special meeting scheduled for Friday, May 15th 9:00 -10:00AM on Zoom