Contra Costa College

Distance Education Committee
Meeting Minutes

Date: Mon. July 20, 2020   **Time:** 10:00am-12:00pm   **Location**: Zoom

Attendees			
Maritez Apigo (Chairperson)	Carlos-Manuel Chavarria	James Eyestone	Anthony Gordon
Michael Kilivris	Jessica Le	Lauren Nahas	Jennifer Ounjian
Francis Reyes	Karen Ruskowski		

10:00 am   Welcome & Housekeeping: Recorder of Meeting Minutes, membership

10:05 am   Announcement of New DE Team Members
- **DE Coordinator**: Maritez Apigo
- **4 Instructional Designers**: Monica Landeros, Lauren Nahas, Erin Kelmereit (external), and Denise Maduli-Williams (external)
- **Accessibility Specialist**: Kristin Lassonde
- **DE Student Support Specialist**: Erica Watson
- **POCR (Peer Online Course Review) Lead**: Michael Kilivris
- **OER (Open Educational Resources) Coordinator**: Maritez Apigo

10:10 am   Fall Faculty Professional Development
- Fall Flex Forum on Wed. Aug. 19, 8am-4pm, draft graphic, need co-pilots for chat and Q&A
  - Monica will share new updates during her Canvas workshops--cover new features.
  - Anthony asked about attendance for online drop-ins over the summer--to think about if people are doing nothing now and we will be slammed at PDA. We have had faculty dropping from the online teaching prep course. Right now it seems that people have through fall to get online training.
  - Carlos, Maritez, and Antony are finding that the online teaching courses are very intense. Faculty are focused on using Zoom. Many faculty are not open to learning about online teaching.
  - Lauren suggested possibly discussing approaches to Zoom in a workshop.

- - Anthony suggests that we give them the bare-bones, essentials. Simplify the approach to online learning.
  - Workshop ideas: Alternative uses of zoom, interactive activities.
  - The week before PDA there is regular and effective contact, so we can shift the part of PDA to Zoom-focused discussion. Lauren will run this, but wants support/ideas. Monica might be a good person to assist/help.
  - We have concerns that putting a zoom-focused workshop will seem to promote it.
  - Lauren will send a google doc to the group to collect ideas/resources. The workshop can also cover things like requiring camera use, people's inability to sit on a 2-hour zoom session, etc.
  - Carlos expressed concern about doing PDA on Wednesday; they will have to compete with other flex activities and department meetings. For the future we should think about having DE workshops earlier.
  - Mike confirmed that the previous best practice was to have DE workshops on Tuesday to try not to conflict with other things. Martinez confirmed that everything will be recorded so that might help with this issue.
  - Mike suggested keeping Reg and Eff, and instead pull Pronto because it's more niche content.
    - Carlos suggested that we move Pronto to Tuesday. All agreed on trying that approach and moving Zoom into that slot on Wednesday.
  - People are loving Pronto!
- Virtual Office Hours: Maritez says that she would like to have drop-ins and create a DE Mentor program. Anthony supports this idea. It's better to just have ready-made support. It would be great to have someone from each division, and eventually from each department. We anticipate that there will be a high demand for the first and second week, early in the semester. Once they begin, they will realize that it will be much more work than expected. We need to be prepared for that.
- [Online Teaching Essentials](#) shell: Maritez has been working on this to develop a repository of resources. Maritez reviewed what she has so far, and asked for our suggestions before publishing. 1 goal is to create a template for various student support services that faculty can just put into their courses.

- - Lauren suggested adding a video about using Commons and potentially a commons orientation module tailored for CCC instructors.
  - Jennifer pointed out that we do have materials that already exist--an orientation for students. We can build on what she has.
  - Mike asked if in the PD section there are anything about the BEOI courses. Maritez: BEHI does not fulfill the union's online training requirement.

10:40 am   Student Support Resources
- [Quest for Online Success](#) and certificates
  - Developed by chancellor's office as an orientation to help first-time online students. It's a bit out-dated. We'd like something more current, but we'd need new funding for that.
  - Maritez covered the topics in Quest: myths of online learning, time-management, communicating with instructors, etc.
  - Quest page to be optional for faculty to use and give to students if faculty feels it is a good resource.
  - Success in Online Learning through live Canvas for students with Erica Watson (Synchronous workshop)
  - Mike asked about Quest in relation to the "first year experience project."
  - If a student completes the Quest course, they receive a certificate (proof if faculty requires Quest).
- [Student Workshops](#) shell
  - A shell is being designed for student workshops for those students interested in taking such training.
- Canvas template orientation module
  - Jessica, Lauren, and Jennifer have volunteered to collaborate with Maritez on developing the template
  - Faculty adoption would be optional but encouraged

11:20 am   Technology
- Canvas Studio
  - August 5 workshop for Canvas Studio with a chosen few who will be trained to learn about how it works: Monica, Carlos-Manuel, Maritez, and Lauren
  - Auto-generated captions seem really promising. We can all start experimenting. Many campuses are already using it, and a lot of resources have already been created.

- Pronto
    - 12 faculty are piloting this summer
    - Maritez will have data from the faculty survey and student survey at the end of July and will seek funding from admin
- Ally
    - We don't want to release this on faculty without them knowing what it is; the reports are overwhelming. It helps you through step-by-step to correct the issue. We have 25 faculty who signed up for the pilot, and it's only turned on for them. It's expensive; the contract paid for by the state runs out in December.
        - Carlos pointed out that it doesn't not seem like our campus is ready to fix the problem of inaccessible PDFs.
        - James: We don't have clear direction on what we should provide for home computers (in terms of whether they have access to Adobe to create accessible PDFs). We do have Adobe available but it becomes complicated when the computer isn't owned by the college. Liability with doing work on people's private equipment. There isn't funding for providing at-home equipment.
- 3CMedia
    - We now have a Canvas integration of 3CMedia. Captioning funds are back, and it is taking 10-12 days for captions, which will probably be longer. We need faculty to be aware of that timeline.
    - It's integrated into the RCE.
- Hypothes.is: What is the status? Their prices are very high, especially since they have a free open web version that faculty can use without the Canvas integration.
- Maritez shared that other tools are similar like Perusall
- Canvas integration is really helpful for grading, but you can search for specific students to identify who has participated.

11:40 am   DDEC Membership
- District-wide Distance Education Council: Monica and Maritez are voting members. Jennifer said she was interested in joining. They meet 12:30-2:30 from 2nd and 4th Wednesdays. James offered to attend as well. Mike recommended reaching out to a manager to see if they are interested. We would benefit from having someone with more weight in on those issues.
- Their next meeting is on tentatively on 8/12.

- Joanna will start sending invitations to our new members.

11:45 am   Adjourn

Minutes approved by the DE Committee on 9/11/2020.