



# Distance Education Committee

## Meeting Minutes

**Date:** Fri. September 11, 2020    **Time:** 10:00am-12:00pm    **Location:** Zoom

### Attendees (Voting Members)

|                                |                   |                  |                         |
|--------------------------------|-------------------|------------------|-------------------------|
| Maritez Apigo<br>(Chairperson) | Dean Jason Berner | Marisol Cantu    | Carlos-Manuel Chavarria |
| James Eyestone                 | Anthony Gordon    | Michael Kilivris | Monica Landeros         |
| Kristin Lassonde               | Jessica Le        | Lauren Nahas     | Jennifer Ounjian        |
| Dionne Perez                   | Francis Reyes     | Karen Ruskowski  | *Bashir Shah            |
| Erica Watson                   |                   |                  |                         |

\* = absent

**10:00 am** Welcome & Housekeeping: Recorder of Meeting Minutes-Kristin

**10:05 am** New DE Team

- **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

**10:06 am** Approval of July 20, 2020 meeting minutes

**10:10 am** Review committee membership and charge

Add 1 student and 2 classified staff

- Maritez and Kristin will ask students
- Jason will ask Brandy to help find a rep from classified

Charge:

- To assess Distance Learning at CCC and how it fits with Strategic Directions.
  - We need to clarify which classes are 'online'
  - If 'all' classes meeting on Zoom are considered online, the goal may be too lofty
  - Distinguish between 'remote learning' and 'online courses'

- Any instruction that happens from a distance is considered 'online', whether it is synchronous or asynchronous
- Clarify that a course is considered online even if it meets on Zoom regularly
- Maritez said we need to clarify/remind to our faculty and staff the definition of distance education (find in the DE handbook created last year)
- Required training for faculty who teach online (BEOI) and each department can also add that into their by-laws
- To identify the potential for growth and develop an action plan.
  - Strategic plan in place from Judy Flum expires in 2023
- To identify and develop instructional resources and recommend policy for faculty and students who are engaged in Distance Learning.
  - Marisol asked if we should add "Staff" to our charge
  - Dionni said a lot of student services have built Canvas shells
  - Maritez is working with the Student Services Division to create a Student Support Hub and a Wellness Central
  - Staff needs separate training and resources
  - We should advise to the district DE
- To provide faculty development in Distance Learning.
- To advise the college on financial resources needed to improve and increase Distance Education at CCC.

**10:36 am** Public comments

- Canvas Studio
  - can use Youtube videos and add quizzes
  - Anthony said we can use uploaded videos and maybe Vimeo (with html)
  - Jennifer asked if we can get Films on Demand and Kanopy added?
- Mike recommends reading: *99 Tips for Creating Simple and Sustainable Education Videos* by Karen Costa

**10:41 am** Review draft of guidance on synchronous classes

Consider [DVC's Spring Schedule Guidelines](#)

- Recommendations come from the idea that our students are facing housing insecurity, homelessness, tech disadvantages, etc.
- Recommendation: use synchronous instruction as a supplement to asynchronous; plan active synchronous sessions; use mute all feature; work to prevent Zoom-bombing

- digital literacy issues and language issues for language learners
- students needed community and access
- the current recommendation does not limit instructors from providing Zoom or other resources - just that it should not be the primary nor required resource - and that all learning resources should be provided asynchronously at least as an option for students who cannot attend live sessions
- what about Canvas in other languages? is it possible to switch Canvas to a student's preferred language
- plug-in for browser to translate a page
- how are other colleges approaching this issue?
- We have Ally, a tool to translate documents but not Canvas pages
- We can encourage faculty to incorporate more video and audio resources throughout the course and not relying on exclusively text, and also using more student-friendly language
- Recommendation: don't require cameras on during synchronous sessions but instead invite them and also show them how to add a photo or avatar
  - Some faculty are requiring cameras on
  - Some courses have required synchronous zoom sessions and how do faculty monitor attendance without the use of the camera
  - Some methods to check for participation include more regular check-ins with zoom chat, polls, breakout rooms etc.
  - Is it allowable to list in the syllabus that audio-visual requirements for a class when it is required for the class?
    - yes whenever demonstration is required (culinary, piano, acting)
    - they can have the option to do it live on camera or also recording a video of themselves
  - Jessica asked what about positive attendance courses?
    - Jason answered that CA is currently (due to COVID) allowing us to report positive attendance as an average using historical data
    - Canvas also tracks Canvas logged hours which might be able to be used for this case, even if the logged hours on Canvas are not quite accurate

- might be helpful to include a statement about cameras being ok in certain classes and listing this in the syllabus and hopefully also in the schedule
- Recommendation: FERPA protects recordings with names, faces, and voices and videos shouldn't be shared; faculty can edit Zoom settings to not include student names, audio, video; recordings can be editing to remove portions that show students; students should not be sharing links or screenshots from class; faculty should collect permission slip to share videos
  - encourage campus-wide participation in the permission slip
  - can we implement a Canvas quiz in place of the permission slip
  - district-wide issue - get guidance from legal rep from the district
  - temporarily remove this section until we can consult district
- Recommendation: Consistent language regarding the schedule;
  - Make it extremely clear which classes have which requirements for zoom or otherwise - possible color coding? or a special character like an asterisk and a key - Jason confirmed this was not possible.
  - Come up with a small-ish number of statements where everyone uses the same exact phrasing.

**11:30 am**

Review draft of guidance on determining online attendance

- Maritez shared that the US Department of Education explains that online attendance is determined by participation and engagement in the course.
- Recommendation: Online attendance still connected to existing attendance policy at CCC; online attendance requires engagement in activities on Canvas such as submitting assignments and messaging instructors; don't drop students for missing the first day of Zoom; include in the welcome letter and orientation module what is required to be counted as 'present' to avoid being dropped; before dropping, make at least 1 attempt to contact and 24 hours to respond; when students have accumulated more than 2 weeks worth of missing assignments/activities, then make 2 attempts to contact before dropping; last day of attendance should not be last day logged in

on Canvas but instead the last day they were actually active in the course

- Jennifer asked can faculty use discussion boards as 'attendance' in the class? if students do not participate in discussions but do participate in online assignments, does that count as attendance?
- Maritez clarified that yes, that definitely counts as participation for attendance

**11:47 am** Upcoming draft of guidance on Proctorio

- Student success committee said Proctorio is causing a lot of stress and anxiety and they often face technical issues with using proctorio/not user friendly
- Chancellor's office is only funding it through December as of now
- If we discourage using it, we need to come up with alternatives
- Create a list of authentic assessments outside of proctorio

**11:52 am** Feedback on Student and Faculty Resources

- Quest for Online Success
- Success in Online Classes Workshop
- Suggested student resources
- Online Teaching Essentials
- Template orientation module and homepage
- DE Mentor Program
- Proposed to Student Services and the Student Success Committee: Wellness Central and Student Support Hub
  - What online tutoring resources are we currently offering?
  - some budget issues regarding tutoring?

**11:55 am** New Technology

- Pronto
  - Faculty are really liking it
  - Michele stated that she created groups in nursing and it is working well
- Canvas Studio
  - training schedule will be shared
- Fall pilots: Ally and Perusall
  - Ally
    - checks files and images for accessibility
    - doesn't check canvas pages

- Pope Tech checks accessibility of canvas pages - Maritez is trying to get it turned on throughout the district
- Perusall
  - digital annotation

- 12:00 pm** Fall Faculty Professional Development
- Menu of fall workshops & DE Mentor Program
  - Suggestions? none

- 12:02 pm** Review of Next Steps and Action Items
- Maritez will propose both guidance memos to ASC on Mon. Sept. 21, 2:15pm
  - DE Team will draft guidance on Proctorio
  - DE Team begins fall workshops
  - Bring to DDEC: Add Films on Demand and Kanopy to Studio; recording of Zoom sessions and FERPA

- 12:03 pm** Adjourn. The next meeting is on Fri. Oct. 9, 2020, 10am-12pm.

*Minutes approved by the DE Committee on 10/9/2020.*