



Distance Education Committee

Meeting Agenda

Date: Fri. February 5, 2021 **Time:** 10:00am-12:00pm **Location:** [Zoom](#)

Voting Members				
Maritez Apigo (Chairperson)	Marisol Cantu	Carlos-Manuel Chavarria	Anthony Gordon	Michael Kilivris
Monica Landeros	Kristin Lassonde	Jessica Le	Lauren Nahas	Jennifer Ounjian
Dionne Perez	Michele Redlo	Francis Reyes	Bashir Shah	Erica Watson

Non-Voting Members			
Jason Berner (Dean of Liberal Arts)	Yasuo "Sue" Abe (DSPS Manager)	James Eyestone (Technology Systems Manager)	Karen Ruskowski (Curriculum Specialist)
Liesl Madrona (Accessibility Specialist)	Blanca Castillo (student)	Vanessa Crisostomo (student)	

Time	Item	Action
10:00	Welcome 1. Housekeeping: Recorder of Meeting Minutes 2. Zoom reminders: mute mics when not speaking and use the "raise hand" feature to speak 3. Agreement: We uphold a safe space for our student committee members. 4. New committee member and DE Team member: Liesl Madrona, Accessibility Specialist - Welcome to CCC!	Assign recorder
10:02	Approval of the Dec. 11, 2020 meeting minutes	vote
10:05	Public comments	n/a
10:10	Curriculum and Instruction Committee <ul style="list-style-type: none"> • Congratulations on clearing the queue! 🎉 • CIC's discussion of changes to the content review process 	Informational & discussion
10:13	Accreditation Findings for Distance Education Peer Review Team Report see page 17-18	Informational
10:15	CARES Funding Approved <ul style="list-style-type: none"> • DE Mentor Program (up to 20 mentors) 	Informa-

	<ul style="list-style-type: none"> • POCR Program (up to 10 mentorships) • Pronto (2 academic years) • Hypothesis (2.5 academic years) • Canvas 24/7 Phone Support for faculty and students (this spring only) • External Accessibility Specialist position (this spring): Liesl Madrona 	tional
10:18	<p>New Federal Stimulus COVID Relief Funds (Coronavirus Response and Relief Supplemental Appropriations Act: Higher Education Emergency Relief Fund)</p> <ul style="list-style-type: none"> • \$6 million CCC and ~\$1.3 direct aid to students, one-time April 2021-22 	Informational
10:20	<p>CVC Consortium Update</p> <ul style="list-style-type: none"> • All CA community colleges are part of the Consortium now. • CVC changed to include all courses at all colleges on the Exchange. • “Quality review” badge for courses who completed POCR. 	Informational
10:25	<p>Student Resources</p> <ol style="list-style-type: none"> 1. <i>Comet Support Hub</i> is live in Canvas! Maritez’s collaboration with the Student Services Division and James Eyestone. 3 issues to resolve. Will be presenting to DDEC on Wed. 2/10 2. Quest will continue and with the same link (Canvas max. students?) 3. Wellness Central - Maritez will develop this spring. 4. Student-facing how-to videos - Erica 	Informational and discussion
10:40	<p>Faculty Professional Development</p> <ol style="list-style-type: none"> 1. “DE Pandemic PD” spring 2021 plans - Lauren, Monica, and Maritez 2. PD on tech: Pronto, Studio, Flipgrid, Pope Tech, Ally, Hypothesis, and any others? 3. DE Drop-In (Virtual Help Desk) every Friday, 12-1pm (new spring 2021) 4. POCR program - Mike 	Informational & discussion
11:00	<p>Technology</p> <ol style="list-style-type: none"> 1. STAC purchase of NetTutor and Proctorio. Next STAC is due in April. 2. Ally (Phase 2) has been enabled districtwide. Issue about not using Ally during faculty evaluations. 3. Pronto, Hypothesis, and Canvas Phone Support are approved for CARES funding. 4. WirisQuizzes (DVC) 5. Gradescope (DVC) - Jennifer 6. Canvas chat support is providing detraining@contracosta.edu for campus help? 	Informational
11:15	<p>“Strong Start” Materials</p> <p>Reports of common student issues from the Ask Me Campaign are:</p> <ul style="list-style-type: none"> • Students can’t find the Zoom links to their class • Students are required to authenticate • Not all students receive a welcome email for each class 	Informational

	<ul style="list-style-type: none"> • Students not seeing their course on Canvas • Students seeing the add auth code pop-up in InSite after instructor has already added them <p>Vote: Do we want to create “strong start” materials?</p>	vote
11:35	<p>Open Educational Resources and Zero Textbook Cost</p> <ol style="list-style-type: none"> 1. Encouraging faculty OER adoption is written in the CCC DE Strategic Plan as an equity goal. 2. Update: 14 faculty are working on OER/ZTC projects, others have expressed interest (slide with more info) 3. 4CD OpenEd Symposium on Feb. 19, 9am-12pm 4. Add OER textbooks to the Course Outline of Record? 5. OER Workgroup - Interested in joining? First meeting Feb. 11, 3-4pm 6. Strategize how we can promote more faculty adoption of OER and ZTC in DE 	Informational Dev. plans
11:50	<p>Committee Template</p> <p>Goal: complete and vote on the Committee Template at our next meeting to document our composition, voting procedure, etc.</p>	Informational
11:55	<p>Substitutes in Online Courses</p> <p>Recommendations?</p>	Discussion
11:58	<p>Review of Next Steps and Action Items</p> <ul style="list-style-type: none"> • Continue the substitutes conversation at next meeting. • DE Team will work on a strong start materials at our next meeting. • Maritez will ask NSAS Division if there is interest in WirisQuizzes and Gradescope. 	Informational
12:00	Adjourn. Have a great semester!	n/a

Our next meeting is on the usual 2nd Friday, March 12, 10am-12pm.