



Distance Education Committee

Meeting Agenda

Date: Fri. March 12, 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 Boswell (Accessibility Specialist)	Blanca Castillo (student)	Vanessa Crisostomo (student)	

Time	Item	Action
10:00	Welcome 1. Recorder of Meeting Minutes - Lynette 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.	Informational
10:02	Approval of the Feb. 5, 2021 meeting minutes	vote
10:05	Public comments	n/a
10:10	Curriculum and Instruction Committee Updates - Jennifer, Anthony, and Karen Updates on content review process changes	Informational & discussion
10:15	Substitutes in Online Courses - Jessica Recommendations	Discussion
10:25	Committee Template 1. DE Committee structure: complete and vote on the Committee Template to document our composition, voting procedure, etc. 2. DE Committee as a sub-committee of the Academic Senate - Katie	Discussion & vote

10:50	<p>Online Proctoring Software Update</p> <ul style="list-style-type: none"> • Online Teaching Conference 2021 and Proctorio update - article published on it: "Schools Are Abandoning Invasive Proctoring Software After Student Backlash" by Todd Feathers • Other colleges are contacting Maritez asking for permission to reuse our DE Guidance on Online Assessment & Proctoring Software 	Informational vote
11:00	<p>Student Resources</p> <ol style="list-style-type: none"> 1. <i>Comet Support Hub</i> feedback 2. <i>Wellness Central</i> - Maritez is developing. 3. Student-facing how-to videos update - Erica 	Informational and discussion
11:10	<p>Faculty Professional Development</p> <ol style="list-style-type: none"> 1. DE Mentor Program - Maritez 2. POCR Program - Mike 3. DE Drop-In (Virtual Help Desk) every Friday, 12-1pm - Monica & Lauren 4. New spring 2021 async & sync format: "DE PD Challenges" - Lauren, Monica, and Maritez 5. The DE Team is updating the "Strong Start" module and will send a reminder to late-start faculty to address the common student issues from the Ask Me Campaign: <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 • Students are not seeing their course on Canvas 6. Concerns about faculty trained to teach online but have not taken BEOI - Carlos-Manuel 7. Online Teaching Conference 2021 - Seek funding for attendees? 	Informational & discussion vote
11:40	<p>Technology</p> <ol style="list-style-type: none"> 1. Ally feedback. Two issues: not using Ally during faculty evaluations and changes being saved on their server--not on Canvas. 2. Gradescope pilot with DVC - Jennifer 3. Canvas monthly meetings and a Knowledge Base workgroup - James 4. Zoom Auto-Transcription 	Informational and discussion
11:50	<p>Open Educational Resources and Zero Textbook Cost</p> <ol style="list-style-type: none"> 1. 4CD OpenEd Symposium last month recap 2. Adding OER textbooks to the Course Outline of Record - see ASCCC site on "Articulation, Curriculum, and OER" 3. OER and ZTC Ad-Hoc Workgroup meetings on 2nd Thursdays 4-5pm - All are welcome to join. 	Informational vote
11:55	<p>DE Positions (Release Time or OAS) for 2021-22</p> <p>Open to FT & PT faculty. Letters of interest are due March 22 to Lynette.</p> <ul style="list-style-type: none"> • Instructional Designer (3 positions, 25%) • POCR Lead (1 position, 20%) 	Informational

11:58	Review of Next Steps and Action Items <ul style="list-style-type: none">• Divisions will determine who will be the voting members and who will be the alternates.• Maritez will seek funding for Online Teaching Conference attendance.	n/a
12:00	Adjourn. [See you after spring break. Enjoy it! Our next meeting is on April 10th, 10am-12pm.]	n/a