



CONTRA COSTA COLLEGE

Distance Education Committee

Meeting Minutes

Date: Fri. Oct. 8, 2021 (2nd Fri.) **Time:** 10am-12pm **Location:** [Zoom](#)

Voting Members

Chairperson: Maritez Apigo

LA Division: Anthony Gordon, Brandon Marshall, Lauren Nahas

Alternates: Erica Watson

NSAS Division: Jennifer Ounjian, Francis Reyes, Kristin Lassonde

Alternates: Bashir Shah

AACE Division: Jessica Le, Michele Redlo

SS Division: Dionne Perez, Kelley Cadungug

Voting members absent: Carlos-Manuel Chavarria, Monica Landeros, Laura Lozano, Sarah Boland

Non-Voting Members

Students: Maha Ghafoor, Meghan Yarnold

IT Manager/Canvas Administrator: James Eyestone

Managers: Jason Berner, Sue Abe

Classified: Karen Ruskowski

Non-Voting members absent: Liesl Boswell (Accessibility Specialist)

Guests: Romus Reece

Welcome!

New committee voting member: Kelley Cadungug 🎉

Agreement: We uphold a safe space for our student committee members.

Approval of agenda and confirm voting positions Jennifer motioned; and Jessica seconded to approve the agenda and confirm voting positions; all in favor. Anthony will be the alternate for Carlos, and Francis will be the alternate for Monica in their absence.

Approval of the Sept. 10, 2021 meeting minutes Brandon motioned; and Jennifer seconded to approve the minutes; all in favor.

Public comments There were no public comments.

Curriculum and Instruction Committee Updates Anthony reported that a letter was sent out to faculty regarding expediting the Area F courses since CCC doesn't have any. CIC is working on an actual emergency policy for expediting the courses and this will be a point of discussion at the next CIC meeting on Monday.

Open Educational Resources (OER) and Zero Textbook Cost (ZTC) Committee

- 1. OER and ZTC Committee grant applications update** Brandan said the committee spent most of its time at the last meeting finalizing OER/ZTC grants. There are two applications that are available. They are trying to create a ZTC lending library at CCC. Please contact Lori Brown, the OER librarian. He shared the Class-Set Grant application and explained how to use it. The OER/ZTC grant application for projects and compensation rates were shared. Please contact Lori Brown for more information on materials for your project. It was asked that if OpenStax, or another OER publisher, pays you, if you can still apply for this grant. Maritez wasn't sure and will add to the next agenda. The grant money will possibly be available through 2023. Business, Nursing, and ESL have already applied for ZTC grants. Math is interested in starting on a project. Jason said the committee is following up on a way to inform department chairs as to which classes are listed as ZTC on the schedule.
- 2. Defining "ZTC" and compliance with SB 1359** There are two areas that SB1359 bases compliancy:
 - 1) All courses that are ZTC need to be noted in the schedules.
 - 2) Course cost transparency needs to be available to students whether it includes ZTC or cost of textbook, and should be listed in the course schedule and at time of registration.Maritez said there is a section on the college website where students can go to learn what ZTC means and is something our college is working on with the committee. Brandan said that there is ZTC swag for faculty who participate in the ZTC program that includes such items as stickers, pins, buttons, as tokens of appreciation for faculty who do this work.

Student Resources

- 1. Update from student committee members** This agenda item will be where our student members can voice questions, comments, concerns, and perspectives about online courses. Meaghan and Maha, said there is a change from last year in that many faculty are not penalizing for late work, extending deadlines, assignments are left open for at least a week, and having the prompt open early, which is all helpful. Most of the teachers are extremely lenient. Their online courses are going really well.
- 2. Comet Support Hub** The tile is done and is now mobile-friendly which makes it easier for students to access the Comet Support Hub.
- 3. Student challenges with accessing the Wi-Fi on campus** Maritez said students are having problems accessing the Wi-Fi on campus. There are directions but the district's instructions are challenging. The district needs to simplify the process. Maha said she had problems getting on Wi-Fi. Erika has a little "cheat sheet" that she'll make as a resource or students may come see her. It is also a challenge for faculty also. Maritez will take this issue to the district DE Council meeting or District IT. It needs to be solved at the district level. James said that he's brought it up but nothing has been done. They say it's a security risk. Maritez asked if it would help if ASU writes a letter to the district along with putting together a resolution. James said that it may be better to take it to the Governing Board. Maritez will visit the ASU next meeting which is on Thursday.
- 4. Designing the CCC Student Orientation in Canvas** Maritez is working with the Guided Pathways FYE group to design the CCC Student Orientation in Canvas through a series of videos. Right now the students go through a district orientation first, and then to their particular college orientation. She is developing My Path which is an onboarding tool for new students.

Faculty Professional Development

1. **DE PD update** Brandan explained the workshops coming up and asked the faculty to please make use of the workshops.

CONTRA COSTA COLLEGE

DE PD

Distance Education Professional Development

October 2021 Fridays

Canvas Groups & Peer Review for Student Interaction • Fri. Oct. 1, 9-10am • Mónica Landeros
Implementing the Peralta Online Equity Rubric • Fri. Oct. 1, 1-2:30pm • Lauren Nahas
Padlet: A Discussions Alternative • Fri. Oct. 8, 1-2pm • Brandon Marshall
Accessibility: Headings, Links, and Lists • Fri. Oct. 15, 10-11:30am • Liesl Boswell
Hypothesis for Social Annotation • Fri. Oct. 15, 1:30-3pm • Brandon Marshall
Accessibility: Images and Tables • Fri. Oct. 22, 10-11:30am • Liesl Boswell
Video Accessibility • Fri. Oct. 22, 1-2:30pm • Liesl Boswell
Canvas Beauty's Not a Beast • Fri. Oct. 29, 10-11:30am • Liesl Boswell
PlayPosit for Video Interactivity • Fri. Oct. 29, 1-2pm • Brandon Marshall & Lauren Nahas

November 2021 Fridays

Perfectly Imperfect Video • Fri. Nov. 5, 12-1pm • Lauren Nahas
Equitable Practices for Hybrid Teaching • Fri. Nov. 12, 9-10am • Mónica Landeros
Accessibility Checker Pope Tech & Color • Fri. Nov. 19, 10-11:30am • Liesl Boswell
Equitable Syllabi • Fri. Nov. 19, 1-2:30pm • Brandon Marshall

Maritez shared that Lauren has taken a full-time position as an Instructional Designer at Santa Rosa Community College but will continue teaching English here at CCC. This will be her last semester as an Instructional Designer and last two workshops, but she will continue attending the DEC as a non-voting member.

2. **DE Drop-In** The IDs (Instructional Designers) are hosting DE Drop-In on Fridays from 12-1pm.
3. **POCR Program update** Maritez gave the update in Sarah's absence. The POCR team is learning about the Peralta Equity Rubric this semester and applying it to courses. She talked about adding the rubric as part of the districtwide POCR. There was resistance at the districtwide DE to adopt it at the districtwide POCR level, so it won't be adopted at the districtwide reviews at this time.
4. **Y.E.S./Your Equity Squad: Diversity, Equity, Inclusion, and Antiracism in Online Teaching Community of Practice update**
Y.E.S. is up and running. Maritez said the book club is beginning to read Zaretta Hammond's Culturally Responsive Teaching and the Brain. The eight participants are choosing their projects, They are also looking at Peralta Equity Rubric and looking to adopt it as the CCC equity rubric.

Technology

1. Review the **draft guidance on Canvas Course Management with Instructor or Section Changes**

Maritez went over the problem and recommended solution. Lauren suggested that a) and b) should be either/or. James said he would rather not have his name listed on the guidance because he won't always be here and it should be listed as campus administrator. Should be to the techs@contracosta.edu. He would prefer for people to "press" buttons instead of "hitting" them (word edit). Maritez said this will be voted on at next month's meeting to include any last changes.

2. **Allowing student name changes in Canvas - currently testing**

This is for students who go with another name instead of the name of record. James said there are three name fields in Canvas and one is in Discussion Board. It can be turned on but all name fields would be changed so hasn't been turned on because they wouldn't know who the student was. Now they've been able to only have it set for Discussion Board. Jennifer said she'd like it because she goes by Professor O to her students. The change would need to be done at the district level for all three colleges. This is an equity minded issue. DEC supports this and Maritez will take it to the DE Council.

3. **Canvas New Analytics - online attendance account settings**

Define what we mean by "being present". Maritza presented the criteria list using a guideline "Regular Effective Contact in an Online Course" that was previously created.

This is not required to use if you're already using a publisher attendance report program. The DEC agreed that the first criteria (Course Access...) should be disabled, and the rest (2-6) be enabled. Jennifer motioned to accept criteria as agreed; Lauren seconded; all in favor. Maritez will take this to the DE Council.

Attendance Report

New Analytics includes an Attendance tab, which updates according to criteria set at the account level. This change allows criteria to update attendance information for individual courses and remove manual attendance tracking.

Account Settings Configuration

Within the Account Settings Apps tab, admins can select the New Analytics configuration menu and view the option to enable or disable the Attendance tool. By default, this feature is turned off.

When enabled, admins can select the online attendance criteria for all courses. If a student meets any of the criteria in a given day, that student will be marked as attended.

The following criteria can be set within the Attendance Report:

- Course Access: Student views a page in a course (default)
- Posts: Student posts a new comment to an announcement or a discussion
- Assignments: Student submits an assignment
- Collaborations: Student loads a collaboration to view/edit document
- Conferences: Student joins a web conference (based on BigBlueButton only)
- Pages: Student creates a page
- Quizzes: Student starts taking a quiz or submits a quiz (based on classic quizzes only—*new quizzes support coming soon*)

4. **PlayPosit Pilot** Maritez asked the group to attend the workshop on Fri. Oct. 29, 1-2pm presented by Brandon and Lauren
5. **Padlet update** Maritez said that 15 of 25 Padlet Backpack licenses are remaining. Maritza asked the group to attend the workshop today Fri. Oct. 8, 1-2pm presented by Brandon.

Strategic Planning The [current District DE Strategic Plan](#) expires this academic year. DDEC will be meeting on Fri. Oct. 15, 9am-1pm for a Districtwide DE Strategic Planning Retreat. What goals should

guide Districtwide DE over the next 5 years? Maritez asked if anyone was interested in attending. She said that she knows of two faculty who were planning on going. Listen to recording. Maritez will ask if we can send more attendees. She asked for input on the goals. Fixing the Wi-Fi was suggested. Extending and increasing the laptop loan program and some increase of technical assistance for students to use these devices. Increased online tutoring for students was suggested. Lauren said that equity needs to be integrated into everything and would like to attend the retreat. Jennifer and Kelly both would like to attend. Maritez said they are asking for a zoom meeting also for those who don't/can't/want to travel to district for the face meeting. Maritez asked members to send any more thoughts to her by October 15.

Consortium Key Messages from May 2021 - Maritez reviewed the highlighted options. STAC, where we order some of our technologies, is expiring so a new one is coming out. The three colleges are now live on the CVC Exchange and students can find courses from any college in the Exchange to complete their degree using the Course Finder, but would keep CCC as their college so they would not have to apply at the other colleges. So faculty may see the name of another college in an email on Canvas under People and it would likely be a student using the Exchange.

Appreciations Maritez appreciates Lauren for her contributions to the DE Team and congratulated her again on her new job. Kelly thanks Maritez and all involved in the POOCR program and expressed his appreciation. Brandan appreciates the students, Maha and Meghan, for joining this committee. Lauren appreciates James for his perspective.

Adjournment Lauren motioned to adjourn the meeting early at 11:50; Brandan seconded; all in favor.

Submitted by,
Lynette Kral
Academic Senate Office