



Distance Education Committee

Meeting Minutes

Date: Nov. 12, 2021

Time: 10am-12pm

Location: [Zoom](#)

Voting Members

Chairperson: Maritez Apigo

LA Division: Carlos-Manuel Chavarria, Brandon Marshall, Lauren Nahas

Alternates: Anthony Gordon, Erica Watson

Members absent: Carlos-Manuel Chavarria, Lauren Nahas

NSAS Division: Jennifer Ounjian, Monica Landeros, Kristin Lassonde

Alternates: Francis Reyes, Bashir Shah

Members absent: None

AACE Division: Jessica Le, Michele Redlo, Laura Lozano

Members absent: Jessica Le, Michele Redlo

SS Division: Dionne Perez, Kelley Cadungug, Sarah Boland

Members absent: Kelley Cadungug, Sarah Boland

Non-Voting Members

Students: Maha Ghafoor, Meghan Yarnold

IT Manager/Canvas Administrator: James Eystone

Managers: Jason Berner, Sue Abe

Classified: Karen Ruskowski

Accessibility Specialist: Liesl Boswell

Welcome!

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

Approval of agenda and confirm voting positions Brandon motioned to approve the agenda and confirm voting positions; Monica seconded; all in favor.

Approval of the Oct. 8, 2021 meeting minutes Monica motioned to approve the minutes; Brandon seconded; all in favor.

Public Comments There were no public comments.

Curriculum and Instruction Committee Updates – Anthony said the CIC has caught up in the queue. They are now doing technical review and working with faculty, and working on the GE approval process.

Open Educational Resources (OER) and Zero Textbook Cost (ZTC) Committee Updates - Maritez and Brandon and Jason Berner

Maritez showed slides that showed the current student savings of \$120,000 per semester and the faculty/departments that were awarded grants for OER and ZTC projects, Maritez said that there is good progress on OER/ZTE, showing faculty who are in the process of making their courses ZTC. There is a ZTC link to the student resources now. Brandon said that he is in the process of putting a faculty page together. Lori Brown is the new OER librarian, and Erica is working with her to make a couple guides.

Brandon talked about OER/ZTC swag and Meaghan suggested that teacher appreciation logos for cups and shirts, etc. could be done by art students as an extra credit project. There is a new student-facing "[ZTC Classes](#)" webpage.

Student Resources

- **Update from student committee members** Maha said students have to submit vaccination cards to register for in-class or hybrid courses. Jason explained more. You must be tested or shown card when visiting library.
- **Data on # of clicks on Comet Support Hub and Wellness Central** The hub was launched in February 202 and has had 732 monthly page views. We now have a Wellness counselor. Brandon asked which students resources are most in demand and was wondering if we can tell which the students are accessing more. Maritez said that there is not a way to do it.
- **Student feedback on Quest for Online Success, [Comet Support Hub](#), and [Wellness Central](#)** Maha said that it's great. Meaghan asked if there could be resources from other Wellness Centrals. Dione said that counselors use 211 so will ask for 211 training.

Faculty Professional Development

The DE Spring Summit is on Jan. 19, 2022, 9am-3pm. Maritez asked for feedback on the draft the agenda below.

- 9-9:50am - An Equity-Minded Semester Start
- 10-10:50am - OER and ZTC Grants for Faculty and Departments
- 11-11:50am - PlayPosit for Video Interactivity and More (Brandon mentioned that there will be a show and share platform.)
- 12-12:30pm - DE Town Hall is a lunchtime where they will be available to talk to faculty about what more they can do for them, and what workshops DE can offer.
- 1-1:50pm - POCR (Peer Online Course Review)
- 2-3pm - Equity in STEM Potluck - STEM faculty members will share lessons that demonstrate areas of the Peralta Equity Rubric. STEM faculty may be invited to share at potluck.

Maritez asked for feedback on agenda. Maha asked about a video on how to connect to Wi-Fi on campus. Maritez said that is still being looked into. She likes the idea of videos. Maritez said we can move the time to another day if the scheduled time block is a problem. Liesl spoke on and showed Common Accessibility Issues. Maritez said we're not purchasing "You Do It".

POCR Program update and changes to Districtwide POCR Reviews Sarah was not available

Update on Y.E.S./Your Equity Squad: Diversity, Equity, Inclusion, and Antiracism in Online Teaching Community of Practice Maritez reported this is going well and are heavily involved in the Book Club and are working on individual projects, including syllabi, assignments, and equitable grading practices,

UF update

- \$700 stipends extended through Spring 2022 for 4CD's BEOI course

- Training requirement will continue to be suspended through spring 2022
- Article 27 will be reinstated Fall 2022

Technology

Finalize the [DE Guidance on Schedule Changes that Impact Canvas Courses](#)

Maritez reviewed the issues and solutions. Monica motioned to approve; Erica seconded; all in favor, no abstentions. Jason said that at least a week before the start of the term will probably not happen and add whenever possible by a week before in #1. Jennifer talked about waiting until they see if they have enough students first. Kristin ask James if the course can be archived. Maritez asked if a revision should be done. Per cancellation guidelines, the dean will monitor enrollment starting three weeks after. If a course is in danger of cancellation, the dean will contact dept. chairs. Chairs will notify faculty that they may want to put their content elsewhere. Maritez will take it to ASC to endorse the guidance.

Playposit update The pilot has been launched at CCC, LMC is interested in launching in spring.

Padlet There are no more licenses left. We had 25.

Canvas Approved by DDEC to allow display name change. See [DVC's draft guidance](#). Maritez will send out to several different groups to try it out before going live with it.

Canvas [Attendance Report in New Analytics](#) Approved by DDEC for the Online Attendance tab will display all activities except page views. Creating districtwide guidance for faculty before going live. Students marked present or not. This is a guidance for faculty.

New Canvas role for non-instructional shells Workflow will be determined with Canvas Administrator James Eyestone on the new "Non-Instructional Admin" role for non-instructional shells. James said it looks like they created a non-instructional shell. This is an account shell not a course shell. Could assign this sub account to student services. He said there's many permissions for admin accounts. Dionne said they totally need it for those special courses. Maritez will meet with James and discuss further.

Tableau Data - Student survey data on Modality Preferences of which we have four modalities on campus. Student preferences showed 47%Asynchronous, hybrid, 27%synchronous (zoom), on campus.

Proposed Amendments to Title 5 Regarding DE - [proposed text amendments](#) The 15-day period closed on Nov. 6. Waiting for outcome on these changes. We will need to update our policies on DE in the Spring.

District DE Strategic Planning

1. The [current District DE Strategic Plan](#) expires this academic year. A new plan is needed for next 5 years.
2. Report on the Oct. 15th Districtwide DE Strategic Planning Retreat and update on next steps - DE Team what was done during retreat. Monica had presentations on statistics on last couple years on enrollment, etc. and discussed old plan and what is needed now. Some things are no longer relevant like video studios. Maritez came up with a draft of new plan with new objectives. She will take the draft to Strategic Plan Town Hall and then run through all committees before approval.
3. There will be a Strategic Planning Town Hall on Thursday, Nov. 18 from 2-3:30pm on Zoom for your comments and suggestions on the draft District Distance Education Strategic Plan goals, objectives, and action steps. There will also be an opportunity to participate asynchronously in Canvas.

Appreciations Monica appreciates Maritez for keeping the meeting flowing and ending on time.

Adjournment - The meeting adjourned at 12pm. The next and last DE Committee meeting this semester is scheduled for Friday December 10, 2021.

Submitted by,

Lynette Kral

Academic Senate Office