



Distance Education Committee

Meeting Minutes

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)	

*=absent

Time	Item	Action
10:00	Welcome 1. Housekeeping: Recorder of Meeting Minutes - Lauren first hour, Jennifer second hour 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 Minutes approved unanimously.	vote
10:05	Public comments - none	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 - Jennifer reported that they have taken the Peralta Equity Rubric that we endorsed and adapt it to use during content review of a course. They 	Informational & discussion

	<p>will review the 2nd or 3rd draft of it on Monday. The rubric is easy to use and they've adapted it for use with any class (not just online classes).</p> <ul style="list-style-type: none"> • Maritez pointed out that on the COR there should be a place to suggest OER texts for all classes. If it could specifically "Recommended OER" that would be best. Karen said that it would be difficult to add another field, but that she might be able to change the titles of the "textbooks" field to add OER and she will look into it. • Carlos-Manuel asked if a class doesn't use an OER text from the database, but students don't need to purchase any text, is it still OER. Maritez said that those would still be classified as "Zero Textbook Cost" or ZTC. • We can and should indicate ZTC in the schedule. 	
10:13	<p>Accreditation Findings for Distance Education Peer Review Team Report see page 17-18 Maritez reported that they were checking for Reg and Eff Contact, comparable learning support services for DE students, and They found that we meet the commission's requirements. They pointed out that we have all the necessary policies, we train faculty on them, and that they are evidence in the courses they reviewed.</p>	Informational
10:15	<p>CARES Funding Approved</p> <ul style="list-style-type: none"> • DE Mentor Program (up to 20 mentors) • POOCR 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) <p>DSPS Funded: External Accessibility Specialist position (this spring): Liesl Boswell</p>	Informational
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 • This is quite a large amount of money and there will probably be discussion on how to allocate these funds. 	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 POOCR. • Colleges are in different phases of the consortium process. We are in phase 2. 	Informational
10:25	<p>Student Resources</p>	Informa-

	<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 Eystone. 3 issues to resolve. Will be presenting to DDEC on Wed. 2/10 to the other campuses. <ol style="list-style-type: none"> a. It doesn't show in the global nav when you are on the dashboard, only when you enter a course. We are working on this. Jessica pointed out that it isn't showing in her course. Still some kinks to work out on this. b. We need to make it mobile-friendly. c. There should be a Comet icon. It's not appearing now, but we are working on it. 2. There is a "miscellaneous student technology request form" where students can request things beyond a Chromebook--like a hotspot. This should be shared with students, promoted, etc. 3. James reported we are getting more Chromebooks. 4. Quest will continue and with the same link (Canvas max. students?). <ol style="list-style-type: none"> a. Inform faculty that students shouldn't have to repeat Quest--it's a one-time certificate. Maritez will work on this. b. To manage student-enrollment in Quest, we can add sections because we want to avoid changing the self-enroll link. c. Katie asked if there is a way to enable students to keep the certificate. Maritez said there are instructions on how to get their form. We discussing a badging system, but right now there is no simple solution for this. 5. Wellness Central - Maritez will develop this spring. This will be a collaboration with the student services division to help students with mental health and general health and wellness issues. It will address all 6 dimensions of wellness, including mental, physical, financial, spiritual, etc. 6. Student-facing how-to videos - Erica - She will create 3 more this weekend: how to screenshare, how to log into Zoom, and how to download the 365 apps. She is also creating vidoes for the FYE program. If you need a specific video made, email Erica. It's an informal process. Maritez suggested a video on how to register for a class on insite. 	<p>tional and discussion</p>
<p>10:40</p>	<p>Faculty Professional Development</p> <ol style="list-style-type: none"> 1. "DE Pandemic PD" spring 2021 plans - Lauren, Monica, and Maritez <ul style="list-style-type: none"> o DE Drop-in available every Friday 12-1. We will see how much it will be used. o New PD format: Tech Tuesday email and link to asynchronous resources. Then Thursday afternoon or Friday there will be a synchronous zoom follow-up meeting for questions, showing their work, looking at examples, etc. o Carlos-Manuel pointed out that we need to emphasize what they should review or complete before showing up to the zoom session. 	<p>Informational & discussion</p>

	<ol style="list-style-type: none"> 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 <p>Mike relayed that the deadline for POCR application is today. 8 applications have been submitted; there is funding for 10. CVC-OEI grant is transitioning out and CARES funding is being used. The amount has been reduced from 3k to 2k for mentees and comp for mentors went from 2k to 1k for this semester to sustain the program.</p>	
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. We need to talk to the union to work on this issue. Maybe we could use a different role than the evaluator. 3. Pronto, Hypothesis, and Canvas Phone Support are approved for CARES funding. 4. WirisQuizzes (DVC) - DVC is piloting it. Do we have interest in joining the pilot? It is more a science and math type of tool. Does things for science and math that Canvas Quizzes can't allow. Let Maritez know if anyone is interested in exploring this. Maritez will ask if there is interest at the NSAS Division meeting this month. Leisl pointed out that Wiris is more accessible. 5. Gradescope (DVC) - Jennifer - Gradescope was built out of Berkeley by grad students. It was designed to grade paper-based exams via a rubric. Also used for coding and engineering. There seems to be a lot of interest in it at CCC. They are giving us a 3-month pilot. It is compatible with mobile, syncs with Pearson products but not any other publishers. In terms of accessibility they were unsure about images, but it does work with a screenreader. It has a lockdown feature through respondus and people use it with zoom for proctoring. This may be a great tool for STEM to convert their assessments to online versions more easily. They want to test this this semester and there are already people who are using the free version. They are also trying to expand into social sciences. Maritez will ask if there is interest at the NSAS Division meeting this month. 6. Canvas chat support is providing detraining@contracosta.edu for campus help? <ul style="list-style-type: none"> This is a regular email distribution group and can be modified, if needed. The group discussed where this email should be directed. Maritez proposes that the email address be changed since there are several directions/areas these emails may need to go. Currently, Maritez, Anthony, Monica, and Debbie Wilson are receiving these emails. It was proposed that many of these questions, mainly from faculty, should go to IT since they are generally IT related. James proposes that a script could be 	Informational

	<p>provided to Canvas to help redirect away from this email to other more appropriate mailboxes. Additional discussion is necessary. James and IT department also sees these emails and can help reroute them. The group decided to update the accounts associated with this email:. Remove Debbie and Anthony. Add Lauren N., Erika W.. James made the changes.</p>	
<p>11:15</p>	<p>“Strong Start” DE Guidance</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 ● 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 a “strong start” DE Guidance?</p> <p>Brandy shared some of the current issues that students have been experiencing. 50% needed help with getting into their first day of class Zoom. Faculty have provided this info in multiple ways (email, course announcement, etc.) Direction will be provided to make the Zoom links more accessible. Students also are confused on where to start in modules. 25% of students could not figure out how to complete a late add. SSO users need to be explicit on Zoom instructions for students. There is a request that all student services are provided through one Zoom link with multiple breakout rooms for different departments. Since all SS departments have drop in hours on Zoom there is a proposal to condense these into one in order to improve efficiency for next term. Carlos-Manuel described his experience enrolling as a student. He encouraged all faculty to develop a home page in order to help direct students where they need to go inside the course shell. Blanca described some of the common issues students are experiencing with locating links. Maritez proposed putting out some DE guidance on how to get students off to a strong start in Canvas; Lauren is putting together some videos to help. The group supported this idea. Lauren requested we focus on the message about where Zoom links should be provided. Maritez feels the link should be in the welcome email and on the course home page, at a minimum. Blanca stated that as a student she would appreciate having a consistent homepage presence in every course with the same basic course information. Redirect can be used to have the Zoom link in the left side navigation panel. A navigation video was also suggested.</p> <p>**the chat comments from this meeting will be used to help develop the DE Guidance draft in the next DE team meeting and then present at the next regular DE meeting.</p> <p>No vote taken. Consensus on moving forward with DE Guidance.</p>	<p>Informa- tional</p> <p>vote</p>

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 <p>Maritez presented an update on OER and ZTC progress, including the status of ZTC courses including Business, Philosophy, and ESL and the faculty who are working on OER projects. ESL and Nooshi are recognized as moving many courses to ZTC in ESL. In total, 23 new ZTC sections will be implemented across the college next fall, saving students \$58,000. The 4CD OpenEd symposium was discussed. It was reported that VP Rogers stated at All College Day that she is advocating for ZTC degrees. Marisol encourages department adjunct staff to move to OER to help with enrollment in their sections. AASA Call to Action items have also been added to supplement OER resources. The OER workgroup meeting is on 2/11 and members were encouraged to join.</p>	<p>Informational</p> <p>Dev. plans</p>
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> <p>The committee template needs to be developed as there is no record of the past bylaws. The composition, quorum, and voting rules of the DE committee was discussed. In our next meeting the group will work on completing this template and then sent to the Academic Senate for a vote. Carlos-Manuel wants to ensure that long standing committee members will continue to be included despite the number of representatives determined in the new bylaws. Confirmation was made that we can determine these numbers. Tabled for next meeting.</p>	<p>Informational</p>
11:55	<p>Substitutes in Online Courses</p> <p>Recommendations?</p> <p>Dean Berner presented this issue: the original instructor of the course did not want to hand over the canvas course shell and materials to the long-term sub. The group discussed how in F2F courses subs are provided the materials but this is more complex for a sub in an online course, especially when publisher provided programs are utilized or when there is the need for a long term sub. Dean Berner discussed how long term subs would need to be provided access in order to continue the course as presented in the syllabus. He also presented that the UF should be consulted on this topic and there was general agreement that the UF should provide guidance on these types of situations. This topic</p>	<p>Discussion</p>

	was tabled due to lack of time. Maritez will add it to next month's agenda.	
11:58	Review of Next Steps and Action Items <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! The meeting adjourned at 12:01pm	n/a

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

Chat

10:04:22 From Kristin to Everyone : Most computers have settings for some type of night mode which filters out the blue light in case you want to try this

10:04:52 From Maritez Apigo to Everyone : Agenda:

<https://docs.google.com/document/d/1GQKD9FHrysdut7PAWNz82zLOdUuyaBtDMtyHylefoAU/edit?usp=sharing>

10:05:24 From Maritez Apigo to Everyone : Dec. minutes:

<https://docs.google.com/document/d/1fWISDNX00JNNGGCM24xBibH9eN9o2ojNKH0mcYcJf0E/edit?usp=sharing>

10:09:16 From Prof. O. to Everyone : jounjian@contracosta.edu

10:13:31 From Prof. O. to Everyone : @Lauren can you provide access to jennifer.ounjian@gmail.com instead? thanks

10:17:34 From Vanessa Crisostomo to Everyone : I'll try to be Back. I have tutoring training with Brandy. :)

10:30:30 From Kristin to Everyone : James, it doesn't show up for any of my courses as well

10:30:59 From Brandon Marshall to Everyone : The hub doesn't show up in my courses either.

10:34:16 From Jessica Le to Everyone : I just have them do it once and upload it to each course for the extra credit.

10:34:17 From Marisol Cantu to Everyone : Has that been made clear to faculty?

10:34:44 From Marisol Cantu to Everyone : Gracias!

10:34:49 From Kristin to Everyone : We could add that statement to the certificate itself maybe? or some statement like 'never expires'

10:37:51 From Marisol Cantu to Everyone : Maybe clear directions in a video to share with faculty

10:38:40 From Jessica Le to Everyone : Is there a way to give them a badge or something in Canvas for completion?

10:39:07 From Marisol Cantu to Everyone : That would be really useful for faculty!

10:39:18 From Carlos-Manuel to Everyone : James can make ANYTHING possible. Right? (lol)

10:44:34 From Jessica Le to Everyone : YES!!!

10:44:48 From Jessica Le to Everyone : I get SO MANY emails about how to register.

10:46:31 From James Eyestone to Everyone : @Jessica Le, I see why you can't see the Comet Support Hub link. The reduced size Global Nav bar set as your preference doesn't show text. Right now the Comet Support Hub link is only text elements. This will be fixed when we figure out how to apply the icon. You can actually Hover your cursor above the Pronto link and find it but that obviously is not good.

10:50:26 From Rita Ruderman to Everyone : How do I find the comet support hub?

10:50:30 From Jessica Le to Everyone : Thanks James!

10:50:43 From Jessica Le to Everyone : I can show you Miss Rita!

10:53:01 From Jessica Le to Everyone : It makes my whole day better when you show up to committee meetings @Carlos Manuel. 😊

10:53:23 From Carlos-Manuel to Everyone : #carlosmanuelsthestruth

10:55:34 From Kristin to Everyone : Thanks James I can find it now LOL

10:55:53 From Rita Ruderman to Everyone : Is this meeting being recorded?

10:56:18 From Carlos-Manuel to Everyone : @Rita: I don't think so.

10:56:39 From Kristin to Everyone : wouldn't it be possible to create a new 'evaluator' profile that has different visibility

11:06:46 From Lauren Nahas to Everyone : Jennifer, I'm gonna let you take-over note-taking now. :)

11:07:24 From Prof. O. to Everyone : Ok!

11:08:34 From Kristin to Everyone : it help desk?

11:09:17 From Erica Watson to Everyone : not the district IT.

11:13:28 From Erica Watson to Everyone : I can do it for this semester.

11:21:12 From Marisol Cantu to Everyone : And its the same requirements?

11:24:23 From Carlos-Manuel to Everyone : Is there a "frustration" emoji somewhere?

11:24:47 From Marisol Cantu to Everyone : lol. I wish Carlos-Manuel!

11:25:05 From Prof. O. to Everyone : It is hard to find directions on the college website for this. I couldn't find it so I assume students also are having a hard time

11:27:52 From Erica Watson to Everyone : #carlosmanuelsthestruth

11:28:04 From Marisol Cantu to Everyone : I know students who left CCC to go to BCC because it was easier to register. Simple as that.

11:29:26 From Maritez Apigo to Everyone : Application and registration are huge problems that will be addressed.

11:29:39 From Blanca Castillo to Everyone : ^^ its hard as a student to navigate through various pages on canvas.

11:31:02 From Prof. O. to Everyone : IS canvas navigation part of college orientation?

11:31:03 From Jessica Le to Everyone : I've found it is also helpful to record a navigation video for students to view on the first day, showing them what all the tabs do and how to get around the course.

11:32:04 From Carlos-Manuel to Everyone : Wow!

11:32:17 From Marisol Cantu to Everyone : Even as a tutor, I am an observer in one class here and I am having trouble navigating the course. Especially when it's asynchronous and they cannot get direct real-time support.

11:35:58 From Prof. O. to Everyone : Yes 2/22

11:36:08 From Michael Kilivris to Everyone : 3/22 too

11:36:44 From Marisol Cantu to Everyone : I can help Lauren!

11:37:01 From Kristin to Everyone : I think reminders are helpful for faculty who are busy, like when Maritez emailed everyone a couple weeks before class and said something like "remember to send out an email to your students a week in advance"

11:37:25 From Marisol Cantu to Everyone : Also there is a big difference using TechZoom vs Regular zoom

11:38:18 From Marisol Cantu to Everyone : Some faculty are using TechZoom and its embedded in the Calendar. Others are using PMI for every class.

11:38:34 From Lauren Nahas to Everyone : Thank you Marisol.

11:38:39 From Kristin to Everyone : I post my welcome email as an announcement also so that it is archived in Canvas for people who add late - that might be a strategy also

11:40:00 From Marisol Cantu to Everyone : I add the zoom link in announcements, the calendar, and post on pronto everyday for the first month to help students enter into the class.

11:40:39 From Marisol Cantu to Everyone : We might want to create a template of a good welcome letter that faculty can use as a sample

11:40:41 From Kristin to Everyone : yes agree 100% with Jessica using redirect to make Zoom easy to find - just need to teach faculty/remind them

11:42:34 From Blanca Castillo to Everyone : I agree with Marisol. I love the daily notifications where I can also have various locations to find the link.

11:43:25 From Bashir Shah to Everyone : I'm on the list

11:43:41 From Lauren Nahas to Everyone : You go Bashir! :)

11:44:57 From James Eyestone to Everyone : @Jessica Le - Can you check to see if you have an icon now for the Comet Support Hub?

11:45:55 From Marisol Cantu to Everyone : YES! ESL is killing it! hehe.

11:46:08 From Kristin to Everyone : James I got the icon now

11:46:44 From James Eyestone to Everyone : Yeah! Thanks Kristin

11:48:02 From Kristin to Everyone : :D

11:48:07 From Rita Ruderman to Everyone : James Eyestone: where do I check for Comet support hub icon?

11:48:17 From Kristin to Everyone : global navigation on the left

11:48:21 From Kristin to Everyone : bottom of the list

11:48:29 From Kristin to Everyone : right above pronto

11:48:40 From Kristin to Everyone : right below the question mark

11:49:36 From Rita Ruderman to Everyone : where do I look for global navigation?

11:49:46 From Kristin to Everyone : far left side of Canvas

11:50:07 From Kristin to Everyone : a bunch of icons top to bottom on the far left

11:51:02 From Rita Ruderman to Everyone : ok. not on canvas now

11:51:06 From Kristin to Everyone : if you don't have the menu you might need to click the hamburger menu icon on the top left first (looks like 3 parallel horizontal lines)

11:51:25 From Rita Ruderman to Everyone : thanks

11:52:54 From James Eyestone to Everyone : It will also only appear once you're navigated to a course. It won't appear from the dashboard. We are trying to correct that.

11:53:59 From Rita Ruderman to Everyone : It is not on my global navigation

11:54:48 From Kristin to Everyone : what did that teacher do when they did face to face subs? sounds very strange

11:54:50 From Jessica Le to Everyone : Umm...yeah. That substitute is me and it's been a hot mess.

11:54:59 From Rita Ruderman to Everyone : james eyestone: comet support hub not on my canvas global navigation

11:55:01 From Marisol Cantu to Everyone : Wow. Just wow. lol.

11:55:06 From Kristin to Everyone : 100% the teacher needs to provide EVERYTHING

11:55:12 From Monica Landeros to Everyone : Got drop-in CCC...

11:55:15 From Carlos-Manuel to Everyone : @Jessica Lol

11:55:40 From James Eyestone to Everyone : @Rita - Go into one of your courses first. For example go to the homepage of one of your classes. It should show on the far left.

11:56:00 From Rita Ruderman to Everyone : ok.

11:57:14 From Kristin to Everyone : maybe they didn't have their content ready yet...? just a guess

11:57:59 From Jessica Le to Everyone : @Kristen, from what I could see of her activity in the shell, there wasn't much there to begin with. But what was there was removed.

11:58:22 From Lauren Nahas to Everyone : Yeah, I've never requested a sub in like 10 years of online teaching, so that's correct Jason.

11:59:15 From Bashir Shah to Everyone : I let everyone use my content...

11:59:28 From Lauren Nahas to Everyone : Gotta go everyone! Good to see you all.

12:00:10 From Marisol Cantu to Everyone : Got a 12! Thanks team!