Contra Costa College

Distance Education Committee

Meeting Minutes

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)	Katie Krolikowski (Academic Senate President) Brandon Marshall

*Absent

Time	Item	Action
10:00	**Welcome** 1. Recorder of Meeting Minutes - Lynette will be our note taker. 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 Monica motioned to approve with the amendment made by Maritez (Section under CARES Funding Approved regarding the External Accessibility Specialist. This position is funded through DSPS, not CARES); Michele seconded; all in favor; no abstentions.	vote
10:05	**Public Comments** – Katie said that it needs to be clear on how decisions about resources such as positions and stipends are made. For example, last year when there were limited spots to attend a great conference through Professional Development in New York City and there had to be	n/a

	a clear way of deciding who got those spots and Agustin had to make it up on the fly and it's important that we think about a resource that many people may be interested in and not everyone can have that committees should have some practices and procedures that everybody knows about for making decisions on choosing who attends conferences, or receive some type of benefit for serving on certain committees such as hiring committees and the DE positions.	
10:10	**Curriculum and Instruction Committee Updates - Jennifer, Anthony, and Karen** Updates on content review process changes Karen said Mark announced at the last ASC meeting that the Content Review process changes have been approved for the equity rubrics that Jennifer had worked on. Now we need to update the first page of the form that still references CurricUNET and has a Title 5 statement that isn't used anymore. Mark merged the two documents into one for Carlos and Agustin and it is almost ready to be used. Carlos looked at equity rubric and it looks more like a course design than a Content Review. He doesn't understand it at all. Jennifer wanted to remind everyone that on that form is an overview of the curriculum review process which should include looking at a detailed review of course syllabi that reflects our equity goals, tests, objectives, etc. All criteria need to be reviewed and the rubric helps. Jennifer reviewed the rubric with the committee to answer questions. Jason made the comment that the rubric is meant as a reflective tool and nothing separate needs to be submitted along with their content reviews. Jennifer said that the last page is about setting racial and social goals and holding ourselves accountable. The ASC tasked the CIC to include show how the courses are meeting these racial and social goals. Maritez said that the DE committee does endorse the Peralta Equity Rubric and voted on it and it's nice to know the work is continuing.	Informational & discussion
10:15	**Substitutes in Online Courses - Jessica** This is a continuation of last meeting's discussion about substitutes in online courses. The issue was around if a faculty needs a long-term substitute. The sub would be providing the lesson plans in a traditional on campus course; and in an online course they should also be providing the lesson plans. It becomes an issue when a sub doesn't want to pass over their plan materials. Jessica says it's in their right to hold back their intellectual property rights to the substitute if faculty doesn't want to hand over their plan and the sub has a classroom full of students with no lesson plan. She feels there needs to be some guidance plan created for when this happens. Katie said it sounds like this is sometime the UF and the department chairs needs to get involved in fixing this issue and sounds like it may be a problem districtwide. She encouraged Maritez to	Discussion

	talk to her counterparts at the other colleges and reach out to the UF vice-presidents. Jessica said she mentioned it to Jeffrey at the beginning of the semester but it kind of got dropped because of other issues. Maritez will take it to the districtwide DE Council.	
10:25	**Committee Template** The goal today is to complete and vote on the Committee Template to document our composition, voting procedure, etc. These will take effect in the fall. **Purpose and Charge:** The committee worked on this section in Fall and decided that the word "staff" will be added to #3 under that section because it only referred to faculty and students. No other changes are proposed. Our relationship to campus governance or leadership: Since the DE Committee is now a subcommittee of the Academic Senate Council, the status of the committee is now a Brown Act committee. **Composition:** Voting members should remain as all faculty. Katie said this is an important committee and suggests that there should be three reps from each division with alternates for voting. In the case that the committee numbers dwindle, the quorum for a meeting is 50% of membership plus one. Jessica says that when the online meetings end the committee may affect the membership. Katie said that people who vote must be accessible to the public so we know there's no one with a gun to their head. To be able to vote at another location, they would need to publicly state where they are, and not necessarily be at the meeting. Lauren said we could do it by roll call vote. Katie said that the whole state is doing online meetings right now so the law may change and we can continue holding online meetings. She asked how many support Katie's recommendation of the composition of three faculty and three alts from each division and decided by division. Maritza read the current composition of faculty members representing their divisions. Carlos motioned that only voting members are faculty with three reps and three alts from each division, and non-voting members will be the classified, students, and managers; Monica seconded; all in favor; Jennifer abstains. Monica is concerned when there is a serious matter to be voted on and there is no voter from that division. Katie said we should be still able to vote if not all division are represented because 50% of voting members +1 is quorum. **Voting/decision making procedure**: Majority vote of all voting members attending the meeting. Divisions will need to decide who will be the voting members and who will be the alternates. This will need to be revisited at the next agenda after Maritez hears from the divisions. Note taker will be Lynette Kral, secretary to the ASC president. Same meeting date and time. Agendas and minutes will be posted to the website.	Discussion & vote

	Monica motioned to vote to accept the changes made to the template; Carlos seconded; all in favor; no abstentions. **DE Committee as a sub-committee of the Academic Senate** Katie thanked the committee for all their hard work making this template. ASC by-laws said that DE is a workgroup and not a standing committee like the CIC is. Katie would lie to have the DE also a standing committee. The status of DE Chair could be same as CIC Chair. In AS the president and vice president work together in split second moment decisions but it would be good to have the DE Chair as a 2nd VP of ASC and would be elected to the Senate Council instead of applying for the position, submitting paperwork, and presenting yourself in front of a hiring committee. Mike and Maritez are in agreement that DE Coordinator becomes the 2nd ASCVP. This will be returned for further discussion.	
10:50	**Online Proctoring Software Update** **Online Teaching Conference 2021 and Proctorio update** - article published on it: "Schools Are Abandoning Invasive Proctoring Software After Student Backlash" by Todd Feathers. Maritez said they boycotted the conference because of the Proctorio sponsorship. So conferences across the world were boycotting conferences because of the Proctorio sponsorship. Some were pulling their keynote presentations from those conferences. Colleges are contacting Maritez asking for permission to reuse our DE Guidance on Online Assessment & Proctoring Software. She asked the committee if we should give this permission and if so, we can openly license it so that the CCC DE Committee would get credit for it if they use any parts of it. Michele motions to open license it and make it available to other schools; Lauren seconds; all in favor; no abstentions.	Informa-tional vote
11:00	**Student Resources** **Comet Support Hub** Maritez said this got rolled out this spring. She asked students what they thought. Vanessa said its easier and faster to access resources. Blanca agrees. Maritez asked what could be better. Vanessa said outreach to counselors. Maritez showed the types of counseling we have. There are more resources down below on the page. She will make them more visual. Katie would like to see the Health and Wellness elevated and letting students know that the counselors are available for counseling others than education plans. She asked if there was any way to make students be aware of this. Marisol said she could come up with ideas to let students know of all types of counseling. Maritez said that this will be returned for further discussion. **Wellness Central** Maritez said there is a task force developing this but it won't be ready until the end of semester. It very overwhelming.	Informa-tional and discus-sion

	Student-facing how-to videos update Erica said she added more videos such as how to make enrolling easier. She'll become a student to do this. Lots of good videos are available for students and faculty. Vanessa questioned if the food pantry has been updated on the website. Maritez said she could add graphic to the hub to make it better noticeable. Hector has been asked for the graphic.	
11:10	**Faculty Professional Development** **DE Mentor Program** Maritez said all DE and POCR up and running. **DE Drop-In (Virtual Help Desk)** every Friday, 12-1pm - Monica and Lauren said everything is going well and enjoy the moments. **New spring 2021 async & sync format:** "DE PD Challenges" - Lauren, Monica, and Maritez – Lauren had two faculty come and Monica said faculty don't have to come only if they have a problem, just come to share ideas for their courses. Also offering DE/PD challenges, a combination of asynchronous and synchronous professional development. Lauren just did the one on increasing interaction on zoom. Five people came even though it was scheduled on the holiday. Maritez said there is currently 50 faculty registered in the DE/PD shell. One to two challenges are offered weekly. **The DE Team is updating the "Strong Start" module** Lauren updated her strong start module. Making sure students are set up for a successful beginning. Reminders will be sent out to late-start faculty to address the common student issues from the Ask Me Campaign: • 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 **Concerns about faculty trained to teach online but have not taken BEOI**. Carlos-Manuel is concerned that when new faculty are hired they are asked if they are officially trained to teach online. Some trainings are just 45 minutes of lecturing with 11 links to videos with only one assignment at the end. Monica says there's a list at district of who is trained. CCC only asks them to take BEOI. Katie says she would like to see this committee encourage good teaching overall and not make them jump hoops and do more training. Some may not want to do online afterwards. Carlos asked if he should offer advice to his teachers. Jessica said that the Nexus only says full timers need to take the BEOI and all part timers should also take it. Anthony said that it can be put in the department's bylaws that within the first year all faculty need to take the BEOI. **Online Teaching Conference 2021** Maritez asked if there's any interest in the OTC committee to attend in June. The cost is $150 each for registration. Michele attended last year and learned a lot. There are about	Informa-tional & discus-sion vote

	seven interested in attending. Funding may be needed for attendees. Lauren motioned to seek funding for all faculty to attend; Michele seconded; all in favor; no abstentions.	
11:40	**Technology** **Ally feedback. Two issues: not using Ally during faculty evaluations and changes being saved on their server--not on Canvas.** No discussion. **Gradescope pilot with DVC** Jennifer explained that Gradescope is a tool that is well suited for STEM courses which use multiple sections and paper based exams. Six faculty were invited to participate in the pilot. **Speedgrader** is what we use now. **District monthly meetings to talk about issues with Canvas and a Knowledge Base workgroup** James, Maritez, and Monica are attending. A workgroup has been developed to create a knowledge base which is a campus support model and search. So they need to create those links. James says they will get assignments from district to write these knowledge bases for all questions about Canvas and such. **Zoom** A deaf student needed a life captioner when using Zoom, so James was able to add an access at the bottom of the zoom page Live Transcript.	Informa-tional and discus-sion
11:50	**Open Educational Resources and Zero Textbook Cost** 1. 4CD OpenEd Symposium last month recap – No discussion 2. Adding OER textbooks to the Course Outline of Record - see ASCCC site on "Articulation, Curriculum, and OER" – No discussion 3. OER and ZTC Ad-Hoc Workgroup meetings on 2nd Thursdays 4-5pm - All are welcome to join. Maritz said we can add OER and ZTE section to eLumen COR. Karen will add this with a help feature. Kristin thinks it's a great idea but asked if there is a section for technology requirements listed. Karen thinks there is. Carlos motioned to add the OER/ZTE textbook section to the eLumen COR; Mike seconded; all in favor; no abstentions.	Informa-tional vote
11:55	**DE Positions (Release Time or OAS) for 2021-22 –** Maritza announced some DE positions that are open to FT & PT faculty. Letters of interest are due March 22 to Lynette. • Instructional Designer (3 positions, 25%) • POCR Lead (1 position, 20%)	Informa-tional
11:58	**Review of Next Steps and Action Items** No discussion	n/a
12:00	Adjourned at 12:02. The next meeting is scheduled for April 10th, 10am-12pm.	n/a

Chat

Perhaps everyone should take our BEOI course so that they can be "normed" to 4cd Online Teaching?

From Jessica Le to Everyone: 11:40 AM

Dealing with the same thing!

From Monica Landeros to Everyone: 11:42 AM

Interview could include a "Show Us Your online course" portion.

Once people are hired, they are hired…

From Jessica Le to Everyone: 11:43 AM

I'm an advocate for including BEOI in the PD nexus list!

From Monica Landeros to Everyone: 11:44 AM

@Jessica, that is a great idea!

From Michele Redlo to Everyone: 11:44 AM

I agree with making it a part of Nexus. I took it my first FT semester. Thank God because y second semester FT the pandemic hit!

From Monica Landeros to Everyone: 11:45 AM

For fabulous natural online course designers. Taking the BEOI is not a heavy lift.

From Michele Redlo to Everyone: 11:45 AM

The PT faculty do have to take PD credits every year.

From Katherine Krolikowski to Everyone: 11:46 AM

@monica … AS a fabulous designer ;) - BEOI still took time and effort…. and did result in some things I won't use. But you are right — not too hard. ;)

From Monica Landeros to Everyone: 11:46 AM

Perhaps advocating for compensation would help so that those who are already wonderful at other colleges feel an additional motivation to get "normed" at our District.

From Jessica Le to Everyone: 11:46 AM

@Michele, they do - but I think the BEOI is more than the maximum flex requirements for PT.

From Michele Redlo to Everyone: 11:47 AM

@Jessica-I wasn't sure of the # of credits. Thanks Jessica.