Contra Costa College

Distance Education Committee
Meeting Minutes

Date: Fri. April 9, 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)	

*Absent
Guests: Brandy Gibson, Katie Krolikowski

Item
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.
Approval of the March 12, 2021 meeting minutes Lauren motioned to approve; Monica seconded; all in favor; no abstentions.
Public comments - Katie-reminded the committee of the Guided Pathways Spring Forum next Wednesday, April 14 from 3-5p.m. The main topic is General Education and how students think about making choices when they select their GE courses.
Curriculum and Instruction Committee Updates - Jennifer, Anthony, and Karen Karen reported that the OER field adjustment will be added to eLumen.
Committee Template 1. **DE Committee structure:** complete and vote on the Committee Template to document our composition, voting procedure, etc. (included below) 2. **DE Committee as a sub-committee of the Academic Senate**

The committee finished the charge and procedure composition. The DEC is now a Brown Act committee and is a sub-committee of the Academic Senate. The quorum for voting will be a majority of the 15 voting faculty members with three from each division and three alternates, with two classified, two students, and two managers. Voting members have not been chosen yet but will take affect Fall 21. Maritez asked for the divisions to put it on their divisions meeting agendas. Monica will ask at the NSAS division meeting in May. Dionne is staying on for SSD. She will find another rep. Library is LA, not SSD anymore said Jason. For AACE, we have Jessica and Michele. The division will meet during flex week. The LA division will meet on April 21. Katie said Dr. Bell wants the names sent by the end of this semester. The Classified will be meeting this month and Brandy will ask for reps. There are two Classified seats allowed with Karen filling one and one is vacant. Students may be graduating so we may need new ASU reps. Managers Jason, Sue, and James said that they'll stay. Jessica said that Laura Lozano plans to join the committee from AACE in the fall. The names will be filled in as they are filled and forwarded to Dr. Bell. Monica motioned to approve; Jessica seconded; all in favor; no abstentions.

Student Resources
1. *Comet Support Hub* **feedback**
   Some faculty have not heard of the hub yet. Erica said a student suggested we should make a commercial for Instagram. James said that we may be able to do that without district approval and have local control. Marisol is worried that faculty don't know about the hub. What strategy has been done? Where are the gaps that we can fill? Maritez said that it's in the DE newsletter; she's taken it to the Council of Chairs; and has tried to hit every division. Brandy said it was also mentioned at All College Day. Marisol suggested a flex week activity. What is mass communicated that works? Maybe we need to expand on those. It was suggested to add it to Erica's video and have Larry Womack text the students. Katie said it's a challenge to read all the important information we get. Maybe it can be bundled together and mail only what faculty need to know. She asked how the copious information presented to chairs at COC be captured so it's easy for them to access and share with their departments. She thinks we rely too much on good note-taking at COC, and its information overload. Maybe some type of resource-capture tool for each meeting could be developed. Kristen suggested that maybe we could have some type of 'suggested syllabus or course orientation statement' or something that we send to all faculty so that faculty are made more aware of it as well as think of it as a resource for students. Liesl said that to promote the student hub in other places is to redesign the wheel. She said that some colleges work with their deans to provide localized promotion during department meetings that might help. Promotion on all levels is definitely a good strategy. Kristin said a lot has been done. We should send emails that do not require links for them to open. Maritez said that now that we have Pronto, she has the ability to send out an email to everyone including students. Katie said the NSAS have a division campus page and that maybe each division can start one. Monica said that maybe they can receive a list to take to division meetings so they know what to share and do. Maritez shared the template page she added that she sent earlier so that faculty could put it on their canvas page to replace the Students Services page. She put this link to the template in the Chat box. Maritez asked

for approval to post local control over global announcements made in Canvas. Lauren motioned to approve; Erica seconded; all in favor; no abstentions. This will be taken back to DDEC.

2. **Wellness Central (in progress)** Student feedback. Suggested locations to place it? Dionne shared that the main charge of Wellness Central is to destigmatize mental health and make sure students understand what counseling all about. They are working on various welcoming videos about getting help. The main thing is that the message is sincere, clear, and authentic. Maritez went over the Wellness Central home page and asked for locations to link to it. Katie suggested to link with the Guided Pathway support team. Marisol said she will follow up with this at GP. Monica asked if we can have this support link to every course in Canvas. James said the dashboard is a dynamic tool, and things that don't get used tend to fall off the dashboard but that there is a way to make it technically possible but doesn't think it will have the effect we want. James talked about embedded code. This is a district-wide template so it needs to be a district-wide decision. Maritez said this is probably another discussion item for DEDC. Katie again reiterated that this is not just a distance education issue, but could gain from working with Guided Pathways.

Faculty Professional Development
1. **Transferring Zoom Recordings** – Liesl, Lauren, and Monica compose the team. Maritez said that we are way over our limit on how much we can save in our cloud and the deadline to transfer/delete our Zoom recordings is June 30. We cannot bulk download. It must be one video at a time. Liesl shared the DE PD Challenges page which shows the link to solutions for transferring recordings and suggestions on how to choose, store, use videos, and how to edit the captions. Also, instruction on how to work with the settings that include privacy, etc. There is a self-enroll button. Maritez shared Liesl's role as Accessibility Specialist.

2. **April and May** "DE PD Challenges" - Lauren, Monica, and Maritez
"How to Beautify Your Course" is coming up soon. All the challenges can be accessed through the self-enrollment button. Katie asked if a report can be made at the ASC regarding the tracking results of faculty participation, particularly tracking of adjunct faculty who may not know of the support available. Maritez said she has all the numbers but all these things are optional. She said that we will not get 100% participation unless it's required, but hopes that the word gets out through the Council of Chairs. Ever since we switched to the new asynchronous combo format, there has been more interest. Other challenge workshops will include Humanizing, New Quizzes (quiz tool), and Strong Starts for the Next Semester. Faculty were surveyed to find out what topics were wanted.

3. **Online Teaching Conference 2021 attendance funding update** Maritez requested for 50 staff and managers to attend the conference and got the OK from the Budget Committee. It went to College Council yesterday and it gained approval to go to the Executive Committee for final approval. Maritez will put a call out for interested people to submit a form to add names to the list. Monica asked if it was first come, first served, but Maritez said that everyone can go, and if it gets close to the 50 limit, she will go back for more funding, but with prioritization to the DE Committee, faculty, managers, and staff. Jason said he didn't think space would be an issue.

Technology

[STAC form](#) (System-wide Technology Access Collaborative)

The state is making us fill out the form for the next academic year next year which is due May 31. She went online for more information so that we can get a head start on the form. This is regarding what kinds of technology we will need to start the new year. We have no idea of the cost yet.

- Ally (Blackboard) is expiring in June, so if wanted, we will need to purchase it.
- Adobe Creative Cloud is not included in STAC, but Adobe has changed their licensing process to that if it is not installed on the machine you're using, you need a special license for that. The college is making it available for faculty who need it.
- California Connects provides limited internet at a low cost for community college faculty and students.
- ESRI
- Name Coach Link-Systems was free. Now they're charging for it starting in June.
- Pronto – paying for it ourselves at a lower price that STAC offered
- ConexED – Used by Counselors, but not used here at CCC.
- Tunitin- plagiarism detection tool
- Ourignial- plagiarism detection tool (only one needed)
- Proctorio

Maritez asked the members to use the links provided in the agenda to research the technology above and return their findings to the discussion at the next meeting.

Canvas Updates: Term/Course Participation in Course Availability, Resubmissions in Speed Grader Dates can be altered now and should Canvas shells be available after the last day of instruction? This is still being discussed at DEDC. There is now a Resubmit button for assignments. Maritez said that updates can be read about and videos watched in the CCC Update. There is a link in the updates with resources to Gradebook on how it works now.

Open Educational Resources and Zero Textbook Cost
1. **Districtwide OER and ZTC funding proposal update** Maritez said a funding proposal for next academic year of $237,000 is going to individual faculty and departments to work with their classroom OER. A lending library for the whole semester may be funded. Research the dashboard to collect data on ZTE classroom success. OER Coordinator and Champion positions and a OER librarian will be funded. Funding will be put aside for the OER symposium and a little funding for PD. It got approved by Budget and College Council and forwarded for executive approval. Is anyone interested in the OER Champion position? Marisol may be interested but would like more information. Maritez said they looked at the price of books in bookstore and some cost over $300. Katie said STEM faculty want their students to have the best textbooks and are great references, and resources for their future professions. STEM faculty do care and may be interested in doing some type of fundraising for these books. Jennifer said the quality of the resources is not the same and it takes hours to rebuild the course to use OER Maritez said quality of OER is getting better. OER librarians can help look for better OER. Liesl has worked with OPENSTAX which allows you to change or supplement the text according to your course. One teacher did PowerPoint lectures and content so students didn't need books. Erica said that the library has space for the lending library and have already thought it over.

2. **OER and ZTC Ad-Hoc Workgroup meetings on 2nd Thursdays 4-5pm - All are welcome to join**. Maritez said that the OER and ZTC committee meets next week if anyone is interested.

Review of Next Steps and Action Items No discussion

Adjournment Our last spring 2021 meeting is on May 14, 2021, 10am-12pm.

Respectfully submitted by,
Lynette Kral
Academic Senate Office