



# Distance Education Committee

## Meeting Minutes

Date: Fri. May 14, 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: Judith Saunders, Brandon Marshall, Vanessa Mercado Luanna Waters

Item
<p><b>Welcome</b></p> <ol style="list-style-type: none"> <li>Recorder of Meeting Minutes - Lynette</li> <li>Zoom reminders: mute mics when not speaking and use the "raise hand" feature to speak</li> <li>Agreement: We uphold a safe space for our student committee members.</li> </ol>
<p><b>Approval</b> of the <a href="#">April 9, 2021 meeting minutes</a>. Lauren motioned to approve the minutes; Marisol seconded; all in favor, no abstentions.</p>
<p><b>Public Comments</b> Maritez expressed appreciation for the student reps, Vanessa and Blanca, for their service on this committee and congratulated them on their graduation this semester.</p>
<p><b>Curriculum and Instruction Committee Updates (Jennifer, Anthony, and Karen)</b> Karen announced that the OER text field is live and can now be utilized. Welcomed Anthony Gordon as the 2021-22 CIC chair. There are approximately 150 DE approvals that are still on the old form that may need to be updated to the new form, and discuss the process to be used to do this.</p>
<p><b>Open Educational Resources and Zero Textbook Cost</b></p> <ol style="list-style-type: none"> <li><b>Districtwide OER and ZTC funding proposal approved.</b> There is a district-wide OER council which includes, at the minimum, the three DEC coordinators and a manager from each of the all three campuses, but</li> </ol>

there could be more members added and have put together some funding proposals and has approved funding of \$212,000 for CCC which a majority of the funds will go toward for individual faculty and department OER and ZTC projects, a lending library, and an OER librarian (25% release time or 140 OAS hours).

2. **The OER and ZTC Ad-Hoc Workgroup may become an official standing sub-committee of the ASC (pending all-faculty vote).** Maritez thanked Bashir, Nooshi Borhan, Mark Wong, and Sherry Diestler for their involvement OER/ZTC ad hoc workgroup. OER and ZTC was managed by Mayra Padilla, but will now be moved under Dr. Rogers. ASC has approved the OER and ZTC committee to become a separate subcommittee of the senate. Marisol asked how the two groups work in conjunction together with the DEC. Maritez will chair the OER and ZTC committee and will report to the senate at every ASC meeting. Carlos asked if faculty have to use it or if it's just if they want. Maritez said it's an academic freedom decision and up to the departments and faculty. Maritez asked if any students, staff, managers, and faculty are interested in joining this committee.

### **Student Resources**

1. **Comet Support Hub** Maritez sent a global Canvas announcement. She worked with Jason Cifra, our interim vice president of Student Services, to put the announcement together. There currently have been 3,495 hits on the Comet Support Hub. Coming from the Student Success Committee, the students would like to see the hub offered in different languages. It is difficult since we don't have translation services readily available but she will try to work towards it next year.
2. **Rollout of Wellness Central** Wellness Central is a self-help page for students to learn more on all wellness topics. The students will have a whole veteran support team to interact with. The link to Wellness Central can live in other locations. She asked for members to let her know what locations they would like it placed. Could add Wellness Central in "Coming Soon" and in the Course venue. Sue suggested putting slide shows on the TVs in the lounge rooms (contact Vanessa Johnson in the Counseling Department). Marisol said that on July 1, 911 will launch 311 for mental health crises for the Richmond/San Pablo community. There will be Community crisis responders and medics available, and unarmed police officers and we should promote that. Blanca asked about Insite tiles for this information. Maritez said that the Insite tile would have to be a district-wide decision, once the other campuses get to where we are with a Support Hub and Wellness Central.
3. **Student Resources Update** – Erica was not in attendance today but asked Maritez to share a memo she sent stating that the DE Student Support Specialist is a full-time position. She attempted to create a job description but has been very busy with the library. She made some videos and implemented online college success workshops in the Library Jumpstart Program. There will be three live workshops during the first week of fall semester. Send her an email if you want a video made for your Canvas shell that does not already exist. The library will be keeping the online chat service and Google Voice number since the students love the texting option. Maritez said that the next academic year all three Instructional Designers will be taking on student support as well as faculty support.
4. **Other student resources needed** Maritez asked if there were any other student resources to work on for next year. Marisol said many ESL students are not up on using technology access. She suggested having some of the videos translated into other languages. She also has a whole list from the Guided Pathways Student Success team that she will share with Maritez for further discussion in the fall.

### **Faculty Professional Development**

1. **DE PD Challenges** (Lauren, Monica, and Maritez) This is the first semester that this type of PD was offered, which is a combination of both synchronous and asynchronous models in Canvas as well as following them up with an hour-long synchronous session in Zoom, and there were 76 faculty enrolled. This was better participation than in the fall where it was just offered synchronously. We will continue with the challenges using synchronous and asynchronous whereas the faculty who can't attend the Zoom sessions, can do the video at their

own pace. Lauren suggested taking the previously recorded workshops and adding instructional videos to enhance them a little more. Maritez said this is something to think about working on next year.

2. **Online Teaching Conference 2021 registration** Twenty-four CCC faculty have registered to attend the OTC conference. This is the most participants we've ever had. The college also funded 2-3 preconference workshops.
3. **BEOI Phase 2 workgroups and course builds** The district is offering Introduction-level training. Lauren and Monica will work on building two courses that will be offered this summer.

**“Strategies for Collaborative Synchronous Learning”** Lauren said the workgroup met on Wednesday. The course will go over Zoom skills that faculty need to know to make their synchronous learning more interactive. The course will build on how to create a representation of your synchronous Zoom session in Canvas, intertwining them with your asynchronous material. The course will have three one-week synchronous sessions. It also discusses how long can students focus before having to move out of listening and into another activity to process. They will also be adopting some course materials used by DVC and LMC they've already created around this topic.

**“Becoming an Effective Hybrid Instructor”** Monica said that the course explains why we teach hybrid courses and how they will look and learn about technical eLumen and DE addendums they'll need for that. This two-week course has four modules which include pedagogical and equity-minded based practices, face-to-face to online movement, etc. We will probably only have two synchronous meetings on how to redesign their hybrid syllabus and peer reviews. Monica mentioned the published article by Maritez that was shared on Chat, [Beyond Lectures: Synchronous Student-to-Student Interaction](#), and encouraged others to read it. She said she asked Jeff at UF to negotiate for stipends for faculty taking these courses which will be available starting in July.

4. **POCR Program Update** Mike said the program is moving along with nine courses going through the local process. Four to five courses went through the district-wide review process. We have applied to become a POCR certified campus. Once that happens, CCC will be able to certify courses instead of sending it to the state. New POCR leadership next year. Mike is stepping down. Going forward, provisions for this program include changes to the eligibility requirements, incorporating the online equity rubric, mentorships, cohort meetings, and providing additional support for courses that need to be approved. Maritez expressed appreciation for Mike. James added his thoughts to the hard work the DE has done these last several years, beginning with Judy Flum and continuing with Mike, Maritez, and the whole DE Team.
5. **Proposal to add the [Peralta Equity Rubric](#) in local and districtwide POCR** Maritez said that the Peralta rubric is structured to work along with the state rubric and discussed how can we start best putting this to work. This fall, we will work with other colleges. CIC has already used this rubric in course content review. Carlos said he had difficulty using the rubric in Content Review. Using the rubric changed the course. Then found out he had to go back and match it with C-ID which isn't necessarily something he normally teaches in this class. He realizes it needs to include equity-minded and culturally-minded but it makes content review too long and complicated. He was told to join other colleges to change the C-ID requirements. He has concerns about this and issues. Anthony said it comes down to clicking topics, and there are no percentages of how much is needed to be taught but only mentioned in the courses. Karen said if too many changes are made, it has to go back through for review, IGETC, and transfer. Mike said the same thing happened to him. He spent many hours answering C-ID questions but never heard back after taking hours to add new content, etc. to C-ID descriptors. He is just going to do what Anthony suggested and make sure the course is equitable. Maritez, regarding the rubric, asked if we want to include this in local and district-wide POCR discussions. Monica moved/Lauren seconded to use this as part of our local POCR training beginning in Fall 21 and district-wide POCR discussion; all in favor; no abstentions.

6. **Equity and Culturally Responsive Teaching Community of Practice** – Maritez said the DE Mentor Program started this year with 17 mentees and is down to 6 in this spring semester. There is not really a need for this type of beginner-level support anymore because we have been teaching online for a year. She would like to offer an Equity and Culturally Responsive Online Teaching Community of Practice This would be a year-long with a community practice of faculty up to eight deep-diving into equity-minded and culturally responsive teaching in course design. Topics would be participant-driven including such topics as equity-minded grading or/and syllabus design. Possibly purchase the book, “Culturally Responsive Teaching in the Brain” for each member of the community of practice, which would be the anchor text. The faculty who have completed the training would share it with their departments or college-wide. Maritez would take the lead to head the community of practice. She asked if she should propose funding for up to 25 hours each for 8 faculty for participating, compensation for herself for leading, and purchasing of the books. Lauren suggested that participants could do showcases of the changes they made, or develop their Instructor Spotlights. Francis asked if we’ve asked the current mentees if they still need support, and where that would be offered. Maritez said that there would still be support from the Instructional Designers, and the DE Drop-In would still be available. Judith would need guidance since she hasn’t taught this year and would like help with her syllabus. Jason said that if the syllabus contains all the information that the state requires, you have the lead way to add whatever you want to make it feel more welcoming to the students, and include links, etc. Maritez said that this Equity and Culturally Responsive Teaching Community of Practice aligns with our college’s support for more DEI and antiracism initiatives. Maritez asked for a vote as to whether she should continue to work toward offering this practice. Carlos motions to support the Community of Practice proposal; Anthony and Jessica seconds; all in favor; no abstentions.
7. **DE Fall Flex Forum** – Maritez is going to be offering fall flex on Tuesday in August and is beginning to plan the agenda for that day. She asked for topics. Carlos said Tech Tools keep getting updated each semester and need to know how to use updates. Jessica asked about guidance for substitutes but Maritez said we can pick it up in fall but not as a flex. Initial thoughts are:
- Lauren suggested new quizzes
  - Lauren also suggested an introduction to the equity rubric
  - Carlos suggested a review of Review Tools in Canvas, how to design a course to engage students
  - Jessica suggested one on creating alternatives to the traditional exam assessments
  - Hybrid training

## Technology

1. **[STAC form](#) for next academic year, deadline is June 15, 2021** The district sent it very late in the semester so the deadline has been extended to June 15 and will be for the whole year. Will possibly purchase 700 hours of Net Tutor (\$16,100), Proctorio, and Ally. Liesl introduced herself and explain the issue that has come up with Ally is that fixes that faculty made in Ally aren’t getting saved in Canvas, but getting saved in Ally and do not transfer over to Canvas. So we are dependent on Ally because if we don’t renew the subscription, we lose all those changes that never got moved to Canvas. Liesl said Ally thought it would be great to layer this tool, it will automatically supply the old text as an image which makes it impossible to change the text, which isn’t saving faculty time. This has not been fixed. This will need to be negotiated at the contract stage. She spoke about the new great tool, PopeTech, that the State is also funding. She loved the UDOIT tool but it had problems. If it got all its issues corrected, it would be a great assessment tool. PopeTech is similar to UDOIT. PopeTech is cheaper than Ally, but has limited to page to page accessibility, but if we walked away from PopeTech we would still have accessibility to our work. Maritez said the state had been funding both but we have to pay for Ally ourselves now, which will cost us \$8k/year. The district would like us to continue using them both. Liesl said that they were also looking at the [CCC Document Converter](#) which works very similar to Ally’s document conversion, and it’s free. Maybe keep Ally for students because of DSPS accommodations.

2. **Transfer Zoom cloud recordings before July 1, 2021** Satish sent an email that all recordings will be deleted by July 1. Monica is panicking. This is a bigger problem than it seems unless you only have a few videos. The district is looking to purchase more cloud storage.

**Committee Structure - Finalize the new [DE Committee Structure](#) as a standing sub-committee of the ASC. Pending ASC approval and then an all-faculty vote.** Monica motions to approve the DE Committee Structure with the change to James his title to IT Manager; Carlos seconds; all in favor; no abstentions. Maritez will forward it to ASC. Jessica shared on Chat that Laura Lozano (AACE) will be joining DE for fall.

**DE Team for AY 2021-22 - Congratulations and welcome!**

**POCR Lead** Sarah Boland-Drain

**Instructional Designer (3)** Marisol Cantu, Monica Landeros, Brandon Marshall

**Accessibility Specialist** Liesl Boswell

**Adjournment** The meeting adjourned at 12 p.m. Enjoy your summer break!

Respectfully submitted by,  
Lynette Kral  
Academic Senate Office