



Distance Education Committee Meeting Minutes

Date: Fri. September 10, 2021 **Time:** 10:00am-12:00pm **Location:** [Zoom](#)

Voting Members

Chairperson: Maritez Apigo
LA Division: Carlos-Manuel Chavarria, Brandon Marshall
Alternates: Anthony Gordon, Erica Watson
NSAS Division: Jennifer Ounjian, Monica Landeros, Kristin Lassonde
Alternates: Francis Reyes
AACE Division: Jessica Le, Laura Lozano
SS Division: Dionne Perez, Sarah Boland
Voting members absent: Lauren Nahas, Bashir Shah, Michele Redlo

Non-Voting Members

Students: Maha Ghafoor, Meghan Yarnold
IT Manager/Canvas Administrator: James Eyestone
Managers: Jason Berner, Sue Abe
Classified: Karen Ruskowski
Accessibility Specialist: Liesl Boswell
Guests: TJ Bansal, Romus Reece, Kelly Cadungug

*Absent

Item

Welcome!

- Maritez welcomed new members: Maha Ghafoor, Meghan Yarnold, Brandon Marshall, and Sarah Boland.
- Agreement: We uphold a safe space for our student committee members.
- Membership: Maritez explained the composition of the committee regarding the three faculty representatives for each division. At this time the LA and NSAS divisions have their three voting members and their two alternates. The AACE division has three voting members but no alternates, and the SS division has only two voting members and no alternates. Maritez welcomed TJ Bansal (NSAS) and Romus Reece (LA) to join the committee, but they will not be voting members. She mentioned that the SS Division needs a third voting seat if Kelly was interested.

Approval of the May 14, 2021 meeting minutes

Monica motioned to approve as submitted; Lauren seconded; all in favor, no abstentions.

Public Comments There were no public comments.

DE Team for AY 2021-22 Maritez announced the new team!

- **DE Coordinator:** Maritez Apigo
- **Instructional Designer:** Mónica Landeros

- **Instructional Designer:** Brandon Marshall
- **Instructional Designer:** Lauren Nahas
- **POCR Lead:** Sarah Boland
- **Accessibility Specialist:** Liesl Boswell - l.boswell016@contracosta.edu

Confirm Membership Maritez confirmed the DE Membership structure. [DE Committee structure](#)

Curriculum and Instruction Committee Updates - Anthony, Karen, and Jennifer

There were no updates relating to DE.

NOTE: During today's DE meeting there was a conversation regarding Content Review vs. C-ID during this agenda item. Carlos would like to have a more in-depth conversation on how the ASC resolutions conflict with the C-ID objectives and content. Maritez said that this issue needs to be discussed at the CIC and then forwarded to the ASC.

Open Educational Resources and Zero Textbook Cost

1. New OER and ZTC Committee Update

Maritez said the new committee met for the first time Tuesday this week. Meghan, Jason, and Brandon are on this committee. Brandon said they worked on the charge, membership, structure, and revision of the application process for OER which is the new grant application finalized for faculty and departments to start applying for funding OER and ZTC projects with the \$212K received from HEERF funds.

2. Governor allocated \$115 million for ZTC degrees in July 2021

That money will be available in January 2022. \$115M is the most ever allocated towards ZTC, and will help community colleges in California remove the barriers for textbook cost for students.

Student Resources

1. **Wellness Central** Maritez said that there are currently 1,504 hits since the Fall 2021 rollout. She said that the link was added to every course menu. Dionne said that she told her wellness journey testimony and encourages other faculty and staff to give more testimonies.
2. **Comet Support Hub** Maritez said that there are currently 5,882 hits since the Spring 2021 rollout. DVC and LMC now have their Student Support Hubs available. A new InSite tile was added to make it mobile-friendly. Maritez thanked James for all his help.
3. **Quest for Online Success** Maritez reported this is a continuing resource.

Any other student resources needed? Maritez said that they are working on a solution for students to access the Student Support Hub from their Dashboard. When the students access Canvas there is a global announcement so they are aware of the student resources.

Faculty Professional Development

1. Online Teaching Conference

The Online Teaching conference happened last summer. There were 25 faculty in attendance which may have been the largest attendance we've ever had. Monica thought that it was very practical, but because of the huge number, it didn't really feel that personal. She was able to leave the screen too much, so she felt less engaged. Flexibility was amazing, and she still prefers that type of conference. Liesl presented the pre-conference workshop. It was a packed house. It is similar to her coming workshop "Beauty's Not a Beast" workshop which will be in November.

2. **DE Fall Flex Forum** There were 54 attendees from all three colleges. Maritez said that all the workshops on GROW will be available to all three colleges. Brandon said he received a lot of feedback from other faculty taking best practices into account.
3. **4CD BEOI Phase 2 summer 2021 courses:**
 - **“Strategies for Collaborative Synchronous Learning”** Lauren said that equity is woven throughout the course and teaches best practices on how to integrate your synchronous session with Canvas asynchronously. New policies need to be created regarding these online classes.
 - **“Becoming an Effective Hybrid Instructor”** Mónica encouraged faculty to sign up for this course. A lot of equity has been incorporated into them. It’s very positive. Carlos said it would be nice to have a background in hybrid since faculty received an email from the vice-president encouraging them to have more hybrid classes in the future.
4. **4CD BEOI Phase 2 plans for two new courses:**

Maritez said the 4CD BEOI is forming a new workgroup to plan two new courses offered to faculty districtwide.

 - **“Authentic Assessment”**
 - **“Online Equity Study”**

Monica suggested a districtwide course on how to actually create a class with OER/ZTC.
5. **Synchronous Workshops** Currently, 40 faculty are self-enrolled in the workshops housed in our new [DE PD shell](#). Maritez, Monica, and Lauren gave information on the upcoming workshops being offered in September-November (see link above).
6. **DE Drop-In** are on Fridays 12-1pm. Maritez said that it is open to all staff, faculty, and managers.
7. **POCR Program Update** Sarah is the new POCR Lead. They had seven applicants for the Peer Online Course Review (POCR) program. Six candidates were eligible. The seventh will be eligible next semester. Sarah encourages faculty to go through the training. A [Mentor Training program](#) is available for faculty who have gone through the training.
8. **Adding the Peralta Equity Rubric to both local and districtwide POCR**

Maritez said that we do have the local adoption of this already as it was already voted to accept this rubric. Online Equity Rubric was added E1-8. She went through each section. A workgroup will be meeting this fall to make it districtwide.
9. **Districtwide POCR** An accessibility review has been added by Liesl, our Accessibility Specialist, who works for the college and district. She will do reviews and meet with faculty to make it easier for students to navigate. Peralta created an Online Equity training and we are using that resource. Maritez said that after POCR courses go through districtwide review then they go to Liesl for Area D check.
10. **Y.E.S./Your Equity Squad: Diversity, Equity, Inclusion, and Antiracism in Online Teaching Community of Practice update** – Maritez said the committee met and selected eight members into the program. She will keep the committee updated.

Technology

1. **Issues with combining Canvas sections** - Should we continue to allow or not?

Maritez explained that this issue is about two course sections taught at the same time by combining two shells. It’s been allowed but there are some issues. An advantage is the ease of communication, and not having the need to duplicate updates for both shells. Anthony asked why not just increase class max. Carlos said it affects load and is a problem.

Maritez went over [the disadvantages](#) which includes FERPA (FERPA protects students’ privacy), lost course materials, intellectual property issues, and data issues which makes more work for the Instruction Office, and makes it harder to find the courses that have been combined. James responded

that it gets unruly in naming the combined courses and there's really no fix for that. Faculty who have cross-listed courses are always combined automatically and have the same issues. There is a tool to separate the content back to the original shells but most faculty don't know how to use it. Maritez said that it's being discussed districtwide and was asked to take it back to the local level for discussion. She asked whether we should continue to allow Canvas combining or not?

Brandon is concerned that there's nothing in place to check up on the FERPA issues.

James said there are some rules for how Canvas creates courses based on the schedule and for cross-listed courses, the students see each other anyway. The District created a tool that requests combining of courses, but doesn't like maintaining it and would like to get rid of it.

Monica said it made double checking links easy for her three sections but she couldn't have peer reviews. All students are assigned to their sections for discussions so there was no problem with FERPA. She placed all announcements in one place. She feels that it just requires more training and faculty will be fine.

Maritez said that when faculty go to create their shells, they are given those instructions but no one is checking that a FERPA violation is happening and there is really no enforcement.

Laura said the Automotive program is scheduling multiple smaller lab sections because of COVID, so it benefits by combining sections on Canvas. Separating sections on Canvas will be a lot more work and accountability for Auto.

Kristin said it seems like we can ask district to implement these settings automatically to prevent these FERPA issues from happening instead of putting extra workload on instructors. Maritez said that it cannot be done automatically and has to be done by the instructor. She's going to let the Districtwide DE Council know that the committee is not ready to vote on this.

Kristin said that the district IT department could work on the district's tool. James agrees with her but we should look at all the things we need to do to solve this issue if we want to get rid of this tool. This needs much more discussion. Maritez would like to know how many courses are combining sections to know how big of an issue this is. The amount of resources we need to put toward this depends on the number of courses there are. She will take what was discussed here to the Districtwide DE Council.

2. **Issues with transferring Canvas shells with changes in instructors** - Maritez says there is always a reshuffling of classes before the semester begins. So the big issue is what's happening in the Canvas shells when there is a change in instructor, and the previous instructor has not had the chance to clean out the shell. The deans need to inform instructors who are not teaching their shell to clean it out. Three options are to 1) switch students to another shell along with the new instructor until it is cleaned out, or 2) copy the previous instructor's course content into a practice shell, or 3) create a new shell. Anthony likes the third option to create a new blank shell. Maritez showed how DVC handled these issue by sharing their schedule changes and Canvas impacts workflow ([DVC's workflow](#)). James says to let Canvas Admin get ahead of it before your intellectual property gets into another's hands. Jessica said there should be something to be done for after the problem is already created and asked if the new instructor can just export the shell content into another empty shell. Maritez said that could be another option. Sarah likes option three also and that it should be done by a Canvas Admin (James). If the previous instructor doesn't read their email for a week, they don't know that there's an instructor waiting to import. She would like to know how often this happens. James said that it had never happened until this semester, and it was only once, but it became a very ugly situation. Sarah asked if it would be a workflow issue for him if it was even two a semester and he was able to prevent the issue, and James said it isn't the physical work involved but that the work may be needed

to be done during abnormal hours, like four hours on a Sunday and even though James works odd hours, not all admins can be expected to also.

Jason suggests that when an instructor change happens and the dean sends in a SRF (schedule request form), to include James to the memo sent to Liz (scheduler). James agrees that some sort of notification could be sent, but said that there'd be an issue if Liz did her work before admin does theirs. Maritez asked if we should move ahead at the next meeting to begin to create a guidance on this, even though it won't be an issue until the start of spring. Monica motions that we have a workflow in place for the deans and chairs so they know what's expected of them; Jennifer seconds; all in favor. The DE team will work on a rough draft to bring back to the committee and continue the conversation at the next meeting.

3. **Transfer Zoom cloud recordings as an ongoing practice** (last cleared on June 30, 2021) Maritez said that the district cloud space is already filling up. We have asked district to purchase more cloud space, or allow instructors to keep the recordings up for the semester to allow students to go back in and watch again. What are their plans? How often do we do these wipes? Every semester?

4. **New PlayPosit pilot**

Lauren said it is a video tool that allows you to place a quiz or interactions on top of a video that stops the students at certain points and they need to answer a question on the video. It's really amazing to be able to pull in a Ted Talk and make it interactive. Brandon said it plugs into SpeedGrader and makes it possible to know if the student watches the video because it stops, ask questions, and then continues. Maritez said it will track how many minutes the student actually watched the video. She will be announcing when there will be training on how to use it. Romus asked if it would be around for a while. Maritez said it is free for the foreseeable future.

5. **New Padlet** - Maritez is purchasing 25 licenses for faculty and will be offering training. Brandon uses it as a bulletin board where students can post and feels it is very useful. Students love it.

Adjournment The meeting adjourned at 12 p.m. Have a great fall semester!

Respectfully submitted by,
Lynette Kral
Academic Senate Office