# ⬭ CCC CONTRA COSTA COLLEGE
# Distance Education Committee
## Meeting Agenda

**Date:** May 13, 2022 (2nd Tuesdays)  **Time:** 10am-12pm
**Location**: Zoom  Meeting ID: 914 6443 5459  Passcode: DErocks
Committee Charge and Past Agendas & Minutes

| Voting Members |
|---|
| **Chairperson**:  Maritez Apigo<br>**LA Division**: Carlos-Manuel Chavarria, Brandon Marshall, Anthony Gordon<br>    *Alternates:* Erica Watson<br>**NSAS Division**: Jennifer Ounjian, Monica Landeros, Kristin Lassonde<br>    *Alternates:* Francis Reyes, Bashir Shah<br>**AACE Division**: Jessica Le, Michele Redlo, Laura Lozano - *Alternates:*<br>**SS Division**: Dionne Perez, Kelley Cadungug, Sarah Boland - *Alternates:* |

| Non-Voting Members |
|---|
| **Students**: Maha Ghafoor, Meghan Yarnold<br>**IT Manager/Canvas Administrator**: James Eyestone<br>**Managers**: Sue Abe<br>**Classified**: Karen Ruskowski<br>**Accessibility Specialist**: Liesl Boswell |

| Time | Item | Action |
|---|---|---|
| 10:00 | **Welcome!**<br>Agreement: We uphold a safe space for our student committee members. | n/a |
| 10:01 | Confirm voting positions | n/a |
| 10:03 | Approval of the agenda | Vote |
| 10:05 | Approval of the April 15, 2022 meeting minutes | Vote |
| 10:08 | Public comments | n/a |
| 10:13 | **2022-23 DE-Related Reassigned Time/OAS Positions Filled**<br>● Interim DE Coordinator (fall 2022): Randy Carver<br>● Instructional Designers: Brandon Marshall & Mónica Landeros<br>● POCR Lead: Sarah Boland<br>● Accessibility Specialist: Liesl Boswell | Informa-tional |
| 10:15 | **Curriculum and Instruction Committee Updates** - Anthony, Karen, and Jennifer | Informa-tional |

| 10:20 | **Open Educational Resources (OER) and Zero Textbook Cost (ZTC) Committee Updates** - Maritez and Brandon<br>1. LTC designation update<br>2. Faculty-facing mini-website (final draft)<br>3. 2022-23 Reassigned Time/OAS Positions:<br>    ○ Interim OER Coordinator (fall 2022): Maricela Ramirez<br>    ○ OER Librarian: Lori Brown | Informa-tional |
|---|---|---|
| 10:25 | **Student Resources**<br>Updates from student committee members - Meaghan and Maha | Informa-tional |
| 10:30 | **Faculty Professional Development**<br>1. DE PD - Mónica, Brandon, and Liesl<br>2. POCR Program update - Sarah<br>3. CCC Accessibility update - Liesl<br>4. Y.E.S./Your Equity Squad: Diversity, Equity, Inclusion, and Antiracism in Online Teaching Community of Practice update - Maritez<br>5. 4CD's [BEOI] and [BEHI] Course Offerings this spring and summer<br>    ○ The training requirement to teach online in Article 27 of the UF contract will be reinstated fall 2022.<br>    ○ BEOI is offered June 6, June 27, and July 25, 2022. No $700 stipends approved by UF for summer sections, but they are working on it.<br>    ○ BEHI is offered July 11, 2022. No stipends approved by UF for BEHI.<br>    ○ Synchronous course updates tabled until fall 2022. | Informa-tional & discuss |
| 10:45 | **Regular and Substantive Interaction**<br>    ● Updated [RSI Policy and Checklist]<br>    ● Updated [DE Addendum]<br>    ● Updated [DE Addendum in Emergency Situations]<br>    ● Proposal to ask departments to outline their own discipline-specific criteria to define RSI and then the Committee and ASC approve. Example: The CCC DE Committee "recommends disseminating information on Regular and Substantive Interaction (RSI) for Distance Education courses (described in Title 5 and the Federal regulations) to all Departments and to invite individual Departments to develop their own criteria to define the presence of weekly RSI within courses. These criteria will be approved by DE Committee and the Academic Senate." | Informa-tional<br><br>Discuss & vote |
| 11:00 | **Online Equity Rubric**<br>    ● Adapting the [Peralta Online Equity Rubric]<br>    ● Forming an ad-hoc workgroup for the fall with some YES members | Discuss |
| 11:10 | **Quest for Online Success**<br>Determine criteria and when to move students out of the Canvas shell. | Discuss & vote |
| 11:20 | **Technology** | Informa- |

| | | |
|---|---|---|
| | 1. Training yesterday on OWL Cameras and discussion of hyflex classes ([DDEC Hyflex Resources](#)) - Maritez, Brandon, Mónica, Carlos-Manuel, Michele<br>2. The STAC (Systemwide Technology Access Collaborative) purchasing window is open.<br>   • NetTutor - we will purchase<br>   • Pisces - no cost through June 30, 2023<br>   • Canvas Studio - no cost through June 30, 2023<br>   • Ally will not be renewed, PopeTech Dashboard will be added instead<br>   • Proctorio update<br>3. Continuation of some technologies<br>   • Padlet - paid through Sept. 10, 2022 - will renew early fall<br>   • Hypothesis - paid through June 2023<br>   • Pronto - paid through Aug. 2023<br>   • Canvas faculty phone support | tional |
| 11:45 | **Article 27 Reopener**<br>[Article 27](#) issues being negotiated<br>• Synchronous and hybrid evaluations being created<br>• Advocating for stipends for all DE training courses (BEOI, BEHI, and the synchronous course)<br>• Adding the Canvas changes impacted by schedule changes<br>• Disallowing the combining of Canvas shells | Informa-tional |
| 11:50 | **[Consortium Key Messages Feb. 2022](#)** | Informa-tional |
| 11:52 | **[Online Teaching Conference](#) in Long Beach (on-site only) June 29-July 1**<br>• Attendees: Carlos-Manuel, Brandon, Maricela, and Agustin<br>• There will be a workshop at the Fall Flex Forum on Tues. Aug. 16th called "Online Teaching Conference After-Party" when attendees will share their takeaways. | Informa-tional |
| 11:55 | **Appreciations** ❤️ | Informa-tional |
| 12:00 | **Adjourn** - Have a fantastic summer! ☀️<br>Monthly committee meetings will resume on Sept. 9, 2022, 10am-12pm. | n/a |