



CONTRA COSTA COLLEGE

Distance Education Committee

Meeting Minutes

Date: Feb. 11, 2022 **Time:** 10am-12pm **Location:** Zoom

[Committee Charge and Past Agendas & Minutes](#)

Voting Members

Chairperson: Maritez Apigo

LA Division: Carlos-Manuel Chavarria, Brandon Marshall, Anthony Gordon

Alternates: Erica Watson

NSAS Division: Jennifer Ounjian, Monica Landeros, Kristin Lassonde

Alternates: Francis Reyes, Bashir Shah

AACE Division: Jessica Le, Michele Redlo, Laura Lozano - *Alternates:*

SS Division: Dionne Perez, Kelley Cadungug, Sarah Boland - *Alternates:* Jessica Lopez

Voting Members absent: Kelley Cadungug, Jessica Lopez

Non-Voting Members

Students: Maha Ghafoor, Meghan Yarnold

IT Manager/Canvas Administrator: James Eyestone

Managers: Sandra Moore, Sue Abe

Classified: Karen Ruskowski

Accessibility Specialist: Liesl Boswell

Non-Voting Members absent: James Eyestone, Sandra Moore, Liesl Boswell

Welcome!

Agreement: We uphold a safe space for our student committee members.

Guests: Brandy Gibson, Rebecca Clayton, Gabriela Segade, TJ Bansal

Approval of agenda Monica motioned to approve the agenda and confirmed voting positions; Brandon seconded; all in favor.

Approval of the Dec. 10, 2021 meeting minutes Monica motioned to approve the minutes; Jennifer O seconded; all in favor.

Public comments Gabriela asked to be contacted if committee members are needed. Carlos would like to have a discussion about the summer schedule blocks on the next agenda.

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

Anthony said nothing much new to report. Tech review has found out that faculty don't really understand the DE addendum. Maritez says that are some DE changes in regulations coming up. The wording of regular and effective contact is being changed to regular and substantive interaction. The DE addendum, policies, and handbook will need to be updated when those go into effect.

Open Educational Resources (OER) and Zero Textbook Cost (ZTC) Committee Updates - Maritez shared the number of ZTC sections over time (24 F20, 62 S21, 80 F21, 168 S22) and current student cost savings (SP21 \$58k, FA21 \$189k, SP22 \$387k). Sarah said that EOPS has some great programs but not everyone is eligible so the ZTC is great. Dionne asked what percentage of courses are eligible for ZTC. Maritez will get that total. Carlos spoke about the publishers and whether there may be a movement against OER/ZTO. Maritez said yes, and Erica said that the cost of books is now six times the cost they were. Francis asked if the course doesn't require textbooks if that would still

make them ZTC. Maritez said that if students don't have book costs, then it is ZTC. Brandon said the CSU and UC do not require texts for transferable courses. Brandon updated the committee on the faculty-facing OER/ZTC Mini-Website. He asked for members to shoot their comments to him.

Student Resources

Update from student committee members Meaghan said that there is a small issue with Canvas regarding refreshing comments. Maritez said this would be looked into. Students also don't like that Canvas has also removed the option to view the dashboard icons for classes, but now has a dropdown.

Can we have specific Canvas courses appear on all students' Dashboards? Maritez said Maha thought it would be important for every student to have the Comet Support Hub and Wellness Central on their dashboards to get to resources. This will be a continued discussion for next agenda when James is present. Meaghan asked if things can be removed things from your dashboard. Answer is yes and instructions will be provided.

What Canvas training items would be good for students taking their first online class in Canvas?

What areas of canvas should be highlighted? Maritez said that the canvas training in Quest needs to be beefed up. She also asked about areas of Canvas that should be highlighted such as, submitting an assignment, participating in a discussion, and taking a quiz. Erica suggested a question on how to contact an instructor through Canvas. Carlos would like to have training on how to upload images. Brandon suggested training on participating in peer reviews and finding feedback. Jessica suggested group discussions and finding groups. Carlos asked about students missing the Next button because it is not assessable using a phone. Answer is that the students are trying to go through the "To Do List" and they shouldn't be using the "To Do List" to get to their assignments. Carlos said to get rid of the "To Do List". Anthony said he puts a heads up on his syllabus, and elsewhere until the student gets it. Carlos also puts it on the Welcome Letter. Monica said students can get rid of their own "To Do List", but faculty can't. We need to find a way to remove it. Maritez asked to form a subcommittee with students to work on this. Jessica, Erica, Carlos, Brandy, Meaghan, Michelle will work on this committee. Erica will head the committee.

Faculty Professional Development

[DE Spring Summit](#) Maritez reported that they had an amazing turnout of 65 faculty who showed up. So want to continue to offer the flex in Fall and Spring.

[February DE PD](#) Maritez reported that the February offerings did not have as much attendance.

- Canvas Grades Hacks for Equitable Grading
- Creating Student-Friendly Courses Parts 1 and 2
- Course Conversions from 16 weeks to 12/8/6 Weeks
- OER and ZTC Grant \$\$\$ for Faculty and Departments
- Video Interactivity with PlayPosit (Getting Started)

March & April DE PD planning The March and April offerings will be sent out later this month. She asked for members to suggest workshops for these months. Monica said that the Equity Potluck event should continue. Brandon suggested workshops for equitable assignments during the potluck, but the challenge is finding faculty to come to do a short 5-minute presentation of their great instruction ideas/designs. Meaghan said that instructors Lam and Ramirez would be good because the classes are thorough, fun and interactive. Carlos, Jessica, and Michele may all be interested in participating in the Equity Potluck in March or April. Brandon will reach out to these instructors. Carlos is concerned about color blind students and the colors used while designing webpages, so he sticks to black and white and may be able to do a workshop on that. Maritez said that Liesl is facilitating a 3-part series workshop on accessibility content on Canvas, "Creating Student Friendly Courses", and does address color.

POCR Program update & Districtwide POCR Certification progress Sarah said today is the last day to apply for the POCR program for the Spring 22 semester. She asked the members to please

encourage other faculty to apply. The criteria to apply is that the faculty must have taught the fully online course for three semesters, and it must be a CTE, ADT, or GE course. The district is at the third phase of statewide course reviews, and then badgering at the district level will begin.

Accessibility update – Liesl was not in attendance so this update will be tabled.

Update on Y.E.S./Your Equity Squad: Diversity, Equity, Inclusion, and Antiracism in Online

Teaching Community of Practice Maritez reported the groups are working through a series of fine tuning the equity projects and preparing to present at the Friday, March 18 Social Science Pedagogy Conference.

Hyflex teaching ([DDEC Hyflex Resources](#)) This is a new modality of teaching (hybrid flexible) where hybrid and canvas instruction switch between modalities. DVC has created a guidance and are offering workshops and badges. Maritez feels this is the future of online teaching. Monica asked about the budgeting and troubleshooting, saying that teaching hyflex is triple the work than just teaching online, and whether there will be adequate compensation for those faculty. Meaghan said Jeff Michels is offering a class that is similar to this hyflex modality. Maritez said it was more synchronous and on-campus instruction, but may be somewhat hyflex. Erica is thinking about doing workshops but there are a few issues to work through. Carlos thinks he might have been teaching this way with face-to-face (but cancelled). He said we need to think of what is needed and then go after the resources before we do it. Maritez said that the UF should get involved. She asked if there was anyone who would try to teach experimentally in Fall22 with the hyflex modality, she would work on getting the resources needed to do so. Monica said she would if she is forced to be in the classroom anyway. Michele said she and Jacki Lindbough (they co-teach) could try. Carlos said that he will do it, if needed. Erica mentioned that the laptops would make it hard to hear but the students can't use headphones because of the instructor lecturing.

Revisions to 4CD's PD courses: BEOI, BEHI, Synchronous training course Maritez said that they would like to incorporate synchronous training elements at the beginning level into BEOI. Also introducing hybrid into BEOI, which requires the course to become longer, but no longer than six weeks. Monica said they may teach the BEHI during the summer. There is no stipend attached, and only a certificate, so many of the faculty didn't complete the course by turning in their final project. She suggests that if it is taught during an intersession, the dates should be different.

4CD's BEOI and BEHI Course Offerings this spring and summer

- The \$700 stipends were extended through Spring 2022 for 4CD's BEOI course.
- Article 27 of the UF contract will be reinstated Fall 2022, including the training requirement to teach online.
- For BEHI, no stipends were approved by the UF yet but they are working on it along with synchronous course.
- So far, 1,200 of the 1,700 faculty districtwide have completed BEOI. Only the BEOI training is required to teach online so far, but, in reality, every faculty should be trained in the modality they are going to teach, even though the modality can change at a moment's notice. The trainings must be negotiated by the UF. Carlos made the statement that remote teaching is here to stay and that we need to continue moving on and therefore, necessary.

#carlosspeaksthetruth

Article 27 Reopener Maritez asked the committee what big DE-related issues should be changed or added to [Article 27](#). She invited the committee to comment and provide input on the linked doc by Thursday, Feb. 17, 2022. The DE coordinators will be talking to Jeff about the Article 27 opener and advocating for the changes to be made districtwide.

Technology

[Guidance on Student Display Name Changes in Canvas](#) was issued to all faculty on Feb. 1, 2022. Next, the DE Team will develop student-facing resources to adopt/adapt/inspire.

Enabling Gradebook Access for the Student TA Role Brandy said different roles can be assigned when you create your roster and one of those roles is a TA with the ability to access the Gradebook, and a Student TA role without access to Gradebook. It is now a local decision which TA roles have access to Gradebook. The VPs are asking that only the TA role in canvas has accessibility to Gradebook, and Brandy is here to get a vote to do so. Monica thinking about legal aspects like what happened at DVC but Brandy said the TAs are trained to know the consequence. She was concerned where the liability lands if something should happen, and how faculty are protected from liability. Brandy said that the Student TA role won't have access to Gradebook, but only the TA (non-student) will have access. Carlos motioned to allow the TA role to have access to Gradebook at CCC; Sarah seconded; all in favor; no abstentions.

Library Updates Erica reported that:

- The library has some new databases (Chronicles of Higher Education, New York Times, Access World News, newer documentaries)
- Exploration of cloud services for controlled digital lending because texts are so expensive. Hopefully up by Fall. She will contact the Chairs.
- Personalized library video and libguide requests with libguides starting in a week or two. These are single books but as long as you don't check them out, hundreds of people can look at it at the same time. If these texts are used as a class text, the course can be offered as ZTC. There was some concern how long the book would be available if it was included in the syllabus as the required course textbook. Erica will let instructors know if and when books will go away. She reviewed the "For Faculty" page on the Library site. OER piece will also be in that section. Brandy suggested course reserves be discussed at department meetings. Erica said that the course reserves must be reviewed every three years.

STAC (Systemwide Technology Access Collaborative) will reopen in April.

District DE Strategic Planning

Maritez asked the members to please review and add your comments (especially on pages 24-28) on the new [Draft District Distance Education Strategic Plan 2022-2027](#) by Thur. Feb. 17, 2022. The district will then take all comments and create a final draft to be approved through our shared governance this spring.

Changes to DE Regulations (tabled)

- Regular and substantive interaction and accessibility
- We will need to update our "Regular and Effective Contact" policy, DE Handbook, and DE Addendum this spring to reflect the changes in DE regulations.

Student Modality Preferences Data Fall 2021 Maritez discussed the percentages.

Appreciations Maritez thanked everyone and thanked Carlos for speaking his truths.

Adjournment The meeting adjourned at 12pm. The next DE Committee meeting is scheduled for Friday, March 11, 10am-12pm.

Submitted by,
Lynette Kral
Academic Senate Office