



Distance Education Committee

Meeting Minutes

Date: Mar. 11, 2022 (2nd Fridays) **Time:** 10am-12pm

Location: [Zoom](#) Meeting ID: 914 6443 5459 Passcode: DErocks

[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

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

Time	Item	Action
10:00	<p>Welcome! Agreement: We uphold a safe space for our student committee members. Maritez welcomed everyone and called meeting to order.</p>	n/a
10:01	<p>Confirm voting positions Maritez went over the voting members from all the divisions– She notified that in absence of the voting member, the alternates will be able to vote in their place.</p>	n/a
10:03	<p>Approval of agenda The meeting agenda was shared with the committee. Michele motioned to approve the agenda; Brandon seconded; all in favor, no objections/abstentions.</p>	Vote
10:05	<p>Approval of the Feb. 11, 2022 meeting minutes Monica motioned to approve the meeting minutes; Carlos seconded; all in favor, no objections/abstentions.</p>	Vote

10:08	<p>Public comments</p> <p>No public comments were made.</p>	n/a
10:13	<p>Curriculum and Instruction Committee Updates - Anthony, Karen, and Jennifer</p> <p>Karen spoke about eLumen update and the new feature that was launched – the changes are minimal, and it affects few faculties. She will be emailing the faculty with the updates. Maritez asked if there were any questions or comments – there were none.</p> <p>Michele asked whether OER adoption (if replacing a textbook) needs to be submitted to Curriculum Committee. Anthony answered that if one is close to content review, they should put OER text in the textbook section and go through the process - if course materials are up to date, one can have things that are not on the outline, however in order for it to be permanent part of course outline of record, it should go through the process.</p>	Informational
10:18	<p>Open Educational Resources (OER) and Zero Textbook Cost (ZTC) Committee Updates - Maritez and Brandon</p> <ol style="list-style-type: none"> 1. LTC designation 2. Faculty-facing mini-website (draft) <p>Maritez shared that OER/ZTC committee are working on created cut off price for low prices, which is around \$20 as per ASU and students survey. The low-cost designation for CCC is still being decided and it will not take effect until Spring 2023. Brandon informed that they are working on faculty facing website and it is on 2nd draft stage. He requested faculty members in the DE Committee who have implemented OER/ZTC to create a blurb about using OER/ZTC that can be shared with faculty who are interested in doing the same – the blurb could include faculty experiences and students’ feedback.</p> <p>Maritez also added that there are student testimonials on the website about OER/ZTC and would like to include faculty voices as well. Erica shared that she met with Lori and have been working with library to support faculty on OER/ZTC.</p> <p>Meghan spoke on behalf on ASU – they are drafting a second resolution to formulate a plan around ZTC/OER.</p>	Informational
10:25	<p>Student Resources</p> <ul style="list-style-type: none"> ● Update from student committee members - Meaghan and Maha ● Can we have specific Canvas courses appear on all students’ Dashboards? ● Canvas Quick Start for Students Ad-Hoc Workgroup update - Erica and Maritez ● Student DE/Tech Survey draft - Erica ● Student Display Name Change Instructions and Infographic - Sarah and Brandon 	Informational Discuss Vote

Maritez asked students if they would like to share information with the committee. Meagan shared that for some of the classes, her friends received lecture slides prior to the lecture, and it has been helpful to comprehend course materials.

Maha inquired about recent problems that had been ongoing with zoom due to which few of her classes were interrupted. James informed that there were technical issues with zoom few weeks ago – faculty would have to re-login to fix that. He said he will be reaching out to the professors who might still be experiencing the issue.

Carlos asked about errors with Turnitin – his students have had trouble uploading their assignment. He has requested his students to refresh the browser for a quick fix. He also stated that he would have to recreate assignments and is unable to create them earlier as they would not be visible for the students. Brandy and Monica said they have experienced the issue with Turnitin as well. Maritez shared support email to Turnitin and asked Carlos to contact them.

Meghan brought up concerns about canvas changing the dates automatically for assignments that she turned in. She also said that some of the courses have been posting duplicate assignments. Maritez asked Meghan to send the instructors' name so they can be connected with instructional designer to resolve it. Carlos said his students have been experiencing it as well and they are unable to see confirmation on whether their assignments have been submitted. Maritez suggested that professors could provide instruction to the students on how to confirm assignments submission.

Maha asked if it was possible to have specific Canvas courses appear on all students' dashboard - it would be easier to access certain links. James stated that dashboard is based on recent activities and website predictions and it is not possible to do so on administrative level, but the announcement could be added with links on the top of the page. Brandy suggested that instead of an announcement, links to the courses could be provided during the orientation. Meghan stated that many of the students use phone, so they are unable to get announcement on their phone. Maritez said there is a link to self-enroll - you could click on the link and add it to your dashboard.

Maritez went over notes from Canvas Quick Start for Students workgroup – the group went over important areas to include in Quest, which is a guide for students taking first online class or using Canvas. She shared instructions that were prepared for the students to navigate Canvas. Erica stated that she met with tutors and they mentioned that it is difficult to complete math assignments through Canvas app. She also added that students liked the phone number option, however the feature is taken away. Erica shared a student survey from a different community college. The workgroup believed it would be a good idea to get the information from students about Canvas. Maritez asked the committee members for feedback. Monica agreed

	<p>that the survey would be a good idea to get clear number and effective guidance on how we can support them. Sarah agreed and recommended that the question can be more specific. Carlos suggested adding quiz/test and Brandy suggested a question, “how comfortable are you using Proctorio?”</p> <p>Brandy also added that we could ask if students would be willing to provide an email if they need further assistance with the Canvas. James suggested on using branch logic tool – ask whether students would like to be contacted for support and then, it could ask for email address (if - yes). He also suggested asking for the devices that students use to login to Canvas – Maritez recommended adding a checkbox option. Carlos and Megan advised on embedded images. Maritez said that there could be another ad-hoc workgroup meeting to finalize the survey.</p> <p>Sarah and Brandon shared student facing instructions and infographics with the committee. Sarah created a how-to video for students to change names and pronouns they preferred to be referred by. Maritez, Michele, Monica and Carlos thanked Sarah and Brandon for creating the videos and infographics. Michele added that it would be helpful to create an instruction for faculty on how to add it to their Canvas.</p>	
<p>10:35</p>	<p>Faculty Professional Development</p> <ol style="list-style-type: none"> 1. DE PD - Mónica, Brandon, and Liesl 2. POCR Program update & Districtwide POCR update - Sarah and Maritez 3. Accessibility update - Liesl 4. Y.E.S./Your Equity Squad: Diversity, Equity, Inclusion, and Antiracism in Online Teaching Community of Practice faculty participants are presenting at the Pedagogy Conference on Fri. Mar. 18, 8:45am to 3pm - Maritez + YES 5. Hyflex teaching (DDEC Hyflex Resources) and Owl cameras - advertising to students such as College of the Desert's hyflex poster 6. Updates to 4CD's PD courses: BEOI, BEHI, Synchronous course 7. 4CD's BEOI and BEHI Course Offerings this spring and summer <ul style="list-style-type: none"> ○ The training requirement to teach online in Article 27 of the UF contract will be reinstated fall 2022. ○ BEOI is offered April 4 and June 6, 2022. \$700 stipends through spring 2022 for 4CD's BEOI course (working on summer stipends). ○ BEHI is offered Mar. 7 and July 11, 2022. No stipends approved by UF yet but working on it along with synchronous course. ○ So far, over ~1,200/~1,700 faculty districtwide have completed BEOI. <p>Maritez informed that DE PD will not be offered in May since it is an end of the semester. Brandon shared the dates about upcoming workshops and encouraged committee members to join him and other faculty.</p> <p>Sarah updated the committee on POCR program. She said that the group meets 4 times during the semester and on districtwide level, they review 2 courses per week. Maritez thanked Sarah for the information.</p>	<p>Informational & discussion</p>

	<p>Liesl stated that 36 courses have been reviewed for accessibility. She shared an infographic and rubric to help and support faculty on applying accessibility in their courses.</p> <p>Maritez informed the committee members about Pedagogy Conference that is taking place on March 18th and encouraged everyone to attend.</p> <p>Maritez said that she spoke to Dr. Rogers about purchasing Owl cameras and she approved (2 cameras). Sue said that DSPS tested cameras that were set up by the Owl technician, but it did not work well. James informed that he has 2 owl cameras, and it is being tested out. He added that science class have cameras set up with forward facing camera. Brandy suggested presenting the information about smart classroom at the NSAS Division meeting. Maritez said she and other faculty would be willing to use new technology options in the new building - James responded that he would reach out to the interested faculty and include them on design decisions.</p> <p>Maritez talked about ways to advertise Hyflex classes to students – she shared College of Desert as an example and how they present Hyflex classes to their students.</p> <p>Maritez informed that BEOI is being updated and it will be offered starting on April 4, June 6 and June 27 - the training requirement to teach online will be reinstated for fall.</p>	
10:30	<p>Article 27 Reopener Article 27 issues being negotiated</p> <ul style="list-style-type: none"> ● Synchronous and hybrid evaluations being created ● Advocating for stipends for all DE training courses (BEOI, BEHI, and the synchronous course) ● Extending BEOI to up to 6 weeks to incorporate basics in hybrid and synchronous teaching. <p>Maritez said that there is a reopener and DE coordinators are working to create synchronous and hybrid courses and advocating for stipends for DE training courses and there will still be unit credit for salary advancement.</p>	Discuss
10:50	<p>Changes to DE Regulations</p> <ul style="list-style-type: none"> ● The new federal definition of Distance Education has been adopted into California Title 5 and will be codified this spring. ● We need to update our “Regular and Effective Contact” policy, DE Handbook, and DE Addendum this spring to reflect the changes in DE regulations. <p>Maritez stated that federal guidelines on DE regulations have been updated and California has changed it to match it with federal guidelines - we should update DE</p>	Informational Discuss

	<p>policies and procedures to match California Title 5 regulations. She shared the changes and went over them with the committee members. She asked the committee if we should lower our standards for regular and substantive interaction to match the guidelines. Carlos said that we should keep the higher standard, but we should also know that there could be a possibility of a questions from those who might want to adhere to the state and federal guidelines. Maritez said that we should do what is better for the students. Brandon added that we should maintain higher standards, and our guidelines should be framed as recommendations.</p> <p>For next meeting, Maritez said she will update the language on addendum, handbook, policy and as a committee, it can be reviewed together.</p>	
11:35	<p>Technology</p> <ol style="list-style-type: none"> 1. The STAC (Systemwide Technology Access Collaborative) purchasing window will open soon. 2. Continuation of some technologies <ul style="list-style-type: none"> • Canvas Studio - through June 30, 2022 • Blackboard Ally - through June 30, 2022 (districtwide decision) • Padlet - through Sept. 10, 2022 • Hypothesis - through June 2023 • Pronto - through Aug. 2023 <p>Maritez informed committee members about the expiration date for the technologies.</p>	Informational
11:45	<p>Online Teaching Conference in Long Beach (on-site only) June 29-July 1 Anyone interested in attending?</p> <p>Maritez stated that Online Teaching Conference is being held on-site and asked if anyone in the committee is interested in attending.</p>	Informational
11:50	<p>Rescheduling our next meeting - Will Fri. April 15, 10am-12pm work?</p> <p>The next meeting for DEC will be held on April 15 and most of the committee members agreed with postponed date.</p>	Discuss
11:55	<p>Appreciations</p> <p>Maha thanked all the educators for their assistant and support. Maritez appreciated Shraddha for taking meeting notes. Karen and Carlos thanked the committee for their work and effort on Distance Education.</p>	Informational
12:00	<p>Adjourn</p>	

	Meeting was adjourned at 12:00PM.	
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