



# Distance Education Committee

## Meeting Minutes

**Date:** Apr. 15, 2022 **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:*

### 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><b>Welcome!</b> Agreement: We uphold a safe space for our student committee members.</p> <ul style="list-style-type: none"> <li>- Maritez started the meeting by welcoming all the attendees.</li> </ul>	n/a
10:01	<p>Confirm voting positions</p> <ul style="list-style-type: none"> <li>- Maritez took attendance, confirming the voting positions.</li> </ul>	n/a
10:03	<p>Approval of agenda</p> <ul style="list-style-type: none"> <li>- The committee members went over the agenda. Anthony motioned to approve the agenda; Carol-Manuel seconded; all in favor, no objections/abstentions</li> </ul>	Vote
10:05	<p>Approval of the <a href="#">Mar. 11, 2022 meeting minutes</a></p>	Vote

	<ul style="list-style-type: none"> <li>- The committee members reviewed the meeting minutes. Jennifer motioned to approve the meeting minutes; Jessica seconded; all in favor, no objections/abstentions.</li> </ul>	
10:08	<p>Public comments</p> <ul style="list-style-type: none"> <li>- Maritez informed the committee that she will be taking time off during the fall so there is an Interim DE Coordinator position open. She encouraged the committee members to apply.</li> </ul>	n/a
10:13	<p><b>Curriculum and Instruction Committee Updates</b> - Anthony, Karen, and Jennifer</p> <ul style="list-style-type: none"> <li>- Anthony said that they are caught up with training for flex week and they plan on sending out a survey to see what training faculty is in need of. Karen added that eLumen added a feature that says percentage DE and it will take some work for it to be accurate and functional.</li> </ul>	Informational
10:18	<p><b>Open Educational Resources (OER) and Zero Textbook Cost (ZTC) Committee Updates</b> - Maritez and Brandon</p> <ol style="list-style-type: none"> <li>1. LTC designation</li> <li>2. Faculty-facing mini-website (final draft)</li> <li>3. Reassigned Time/OAS Positions (application deadline is today): <ul style="list-style-type: none"> <li>o <a href="#">Interim OER Coordinator - 30%</a></li> <li>o <a href="#">OER Librarian - 25%</a></li> </ul> </li> </ol> <ul style="list-style-type: none"> <li>- Maritez shared that the OER and ZTC Committee is working to create a new LTC (low-textbook cost) designation, in addition to ZTC. She also added that some faculty have had challenges to make the course ZTC so they will be working towards LTC. Upon surveying the students, the committee found that students would like the LTC to be between \$1- \$25. Maritez is working with the District to implement the LTC. Maritez also informed the DE Committee that there are open positions for OER OAS positions.</li> <li>- Brandon went over the faculty mini-website - he stated that it includes information on OER and ZTC, testimonials from faculty and students, myth busting section, support for OER/ZTC. He asked the committee members to share blurb on ZTC/OER journey to inspire more faculty.</li> </ul>	Informational
10:25	<p><b>Student Resources</b></p> <ul style="list-style-type: none"> <li>• Update from student committee members - Meaghan and Maha</li> <li>• Technology &amp; Online Classes Student Survey: <a href="#">Questions</a> and <a href="#">Responses</a> - Erica and Maritez</li> </ul> <ul style="list-style-type: none"> <li>- Maritez asked if Maha or Meghan had updates for the committee. Meghan informed that ASU president is working on coordinating a meeting with other ASU student presidents at other two colleges to get the WI-FI to be more</li> </ul>	Informational Discuss

	<p>accessible. James commented that the technology managers have started conversation around Wi-Fi onboarding - Satish will be in communications with VPs.</p> <ul style="list-style-type: none"> <li>- Maha mentioned that the school year is coming to an end and asked the faculty to inform their students that ASU is recruiting for next school year.</li> <li>- Maritez shared the results from the technology and online classes survey. Erica said that the surveys should be conducted yearly to get data since technology tends to change frequently.</li> </ul>	
10:35	<p><b>Faculty Professional Development</b></p> <ol style="list-style-type: none"> <li>1. DE PD - Mónica, Brandon, and Liesl</li> <li>2. POCR Program update - Sarah</li> <li>3. CCC Accessibility update - Liesl</li> <li>4. Y.E.S./Your Equity Squad: Diversity, Equity, Inclusion, and Antiracism in Online Teaching Community of Practice update - Maritez</li> <li>5. 4CD's <a href="#">BEOI</a> and <a href="#">BEHI</a> Course Offerings this spring and summer <ul style="list-style-type: none"> <li>o The training requirement to teach online in Article 27 of the UF contract will be reinstated fall 2022.</li> <li>o BEOI is offered April 11, June 6, and June 27, 2022. \$700 stipends through spring 2022 for 4CD's BEOI course (working on summer stipends).</li> <li>o BEHI is offered Mar. 7 and July 11, 2022. No stipends approved by UF yet but working on it along with synchronous course.</li> <li>o Synchronous course tabled until fall 2022.</li> <li>o We are recruiting new facilitators of BEOI, BEHI, and the synchronous course. Is anyone interested?</li> </ul> </li> </ol> <ul style="list-style-type: none"> <li>- Brandon stated that there is a workshop on PlayPosit after the DE meeting and they will talk about limitations and advantages around it and they will get flex credit for attendance. He also added that there is equity in the STEM presentation next week. Maritez said that the videos will be uploaded too and one can get credit for watching them as well.</li> <li>- Maritez said that they are starting to plan for fall flex and asked for suggestions on workshops that should be offered on that day.</li> <li>- Maritez shared that our District is now POCR certified.</li> <li>- Liesl said that in near future, the dashboard will give a summary of accessibility in one's entire course (instead of going through it page by page).</li> <li>- Maritez said that Y.E.S. will be wrapped up and she thanked everyone who presented at the pedagogy conference.</li> <li>- Maritez informed that training requirements to teach online will be reinstated so everyone needs to take BEOI or the equivalent. BEHI is being offered in summer but there will be no stipend for it. She added that new facilitators are being recruited for BEOI, BEHI and the synchronous course.</li> </ul>	Informational & discuss
11:50	<p><b>DE-Related Reassigned Time/OAS Positions</b> - Application deadline is today, please apply!</p>	Informa-

	<ul style="list-style-type: none"> <li>• <a href="#">Instructional Designer - 2 positions, 40% each</a></li> <li>• <a href="#">Interim DE Coordinator - 100% fall only</a></li> <li>• <a href="#">POCR Lead - 20%</a></li> </ul> <p>Note: Liesl's Accessibility Contract will be renewed pending Board approval.</p> <ul style="list-style-type: none"> <li>- Maritez informed the committee about the open positions. She also added that Liesl's accessibility contract was approved at the board meeting and she will be back as accessibility specialist.</li> </ul>	tional
11:00	<p><b><a href="#">Districtwide Guidance on Determining Online Attendance</a></b> Any suggested changes before issuance.</p> <p>Maritez stated that the District wants to issue guidance on determining attendance on online classes so they will be using CCC's guidelines as a starting point.</p>	Discuss
11:05	<p><b><a href="#">4CD DE Strategic Plan 2022-2027</a></b> Any last suggestions and vote to approve.</p> <p>The committee went over the District's DE Strategic Plan - there are five goals outlined. Maritez shared the goals, objections and action steps. She shared that the districtwide DE council is running this plan through all the local shared government - college council has agreed on it and would like the DE committee to vote on it. Brandon motioned to approve the 4CD DE Strategic Plan; Monica seconded; all in favor, no objections/abstentions.</p>	Discuss & vote
11:15	<p><b>Changes to DE Regulations</b></p> <ul style="list-style-type: none"> <li>• The <a href="#">new federal definition of Distance Education</a> has been <a href="#">adopted into California Title 5</a> and is being codified this spring.</li> <li>• Updated drafts of our old "<a href="#">Regular and Effective Contact</a>" policy, DE Addendum, and <a href="#">DE Addendum (Emergency)</a> that reflect the changes in DE regulations. Vote next month. The <a href="#">DE Handbook</a> will be updated in fall 2022.</li> </ul> <ul style="list-style-type: none"> <li>- Maritez shared the draft (Regular and Effective Contact, DE Addendum and DE Addendum (Emergency) for the committee to review and approve. She spoke about the changes that were made and how the drafts included those. The committee reviewed all of it together line by line, gave input, and made changes to them. Overall, the committee agreed to keep the policy essentially the same except for updating the name to RSI throughout the documents.</li> <li>- Carlos-Manuel motioned to approve the new Regular and Effective Contact policy; Monica seconded; all in favor, no objections/abstentions.</li> <li>- Monica motioned to approve both the DE Addendums; Michele seconded; all in favor, no objections/abstentions.</li> </ul>	Informational Discuss

11:35	<p><b>Technology</b></p> <ol style="list-style-type: none"> <li>1. OWL Cameras and hyflex classes (<a href="#">DDEC Hyflex Resources</a>)</li> <li>2. The Chancellor's Office will continue funding Canvas Studio until June 30, 2023. 👏😊</li> <li>3. The STAC (Systemwide Technology Access Collaborative) purchasing window just opened.</li> <li>4. Continuation of some technologies <ul style="list-style-type: none"> <li>● Padlet - through Sept. 10, 2022 (renew early fall)</li> <li>● Hypothesis - through June 2023</li> <li>● Pronto - through Aug. 2023</li> </ul> </li> </ol> <p>- Maritez notified the committee that Owl Cameras have been purchased. She asked James if it was possible to have a training session on OWL Cameras usage with the faculty who plan to use it - Maritez will send a doodle poll.</p> <p>- Maritez informed the committee that Canvas Studio, Padlet, Hypothesis and Pronto will be continued along with few other technologies.</p>	Informational
11:45	<p><b>Article 27 Reopener</b></p> <p><a href="#">Article 27</a> issues being negotiated</p> <ul style="list-style-type: none"> <li>● Synchronous and hybrid evaluations being created</li> <li>● Advocating for stipends for all DE training courses (BEOI, BEHI, and the synchronous course)</li> <li>● Adding the Canvas changes impacted by schedule changes</li> </ul> <p>Maritez informed that with article 27, hybrid and synchronous evaluations are being developed.</p>	Informational
11:50	<p><b><a href="#">Online Teaching Conference in Long Beach (on-site only) June 29-July 1</a></b></p> <p>Attendees: Carlos-Manuel, Brandon, Maricela, and Agustin.</p> <p>Four faculty from Contra Costa College will be attending a teaching conference in Long Beach. They will be presenting their takeaways during Fall Flex.</p>	Informational
11:55	<p><b>Appreciations</b></p> <p>Monica and Michele thanked Maritez for all her work. Maritez thanked James for his support with technology.</p>	Informational
12:00	<p><b>Adjourn</b> - Our last meeting this spring is on May 13, 2022, 10am-12pm.</p> <p>The meeting was adjourned at 12:00 pm.</p>	