

 **CONTRA COSTA COLLEGE**  
Distance Education Committee

**Meeting Minutes**

**Date:** September 9, 2022      **Time:** 10am-12pm      **Location:** Zoom

Meeting ID: 812 3518 3987    Passcode: DErocks

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

**Voting Members**

**Chairperson:** Randy Carver

**LA Division:** Carlos-Manuel Chavarria, Brandon Marshall, Erica Watson

*Alternates:* Anthony Gordon

**NSAS Division:** Jennifer Ounjian, Monica Landeros, Kristin Lassonde

*Alternates:* Francis Reyes, Bashir Shah

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

*Alternates:* None

**SS Division:** Dionne Perez, Kelley Cadungug, Sarah Boland

*Alternates:* None

**Voting Members absent:** Jennifer Ounjian, Dionne Perez, Laura Lozano

**Non-Voting Members**

**Students:** Vacant

**IT Manager/Canvas Administrator:** James Eyestone

**Managers:** Elvia Ornelas-Garcia, Sue Abe

**Classified:** Karen Ruskowski

**Accessibility Specialist:** Vacant

**Non-Voting Members absent:** All in attendance

**Welcome!**

Agreement: We uphold a safe space for our student committee members. Maricela Ramirez (OER/ZTC) and Elvia Ornelas-Garcia (replacing Jason as a manager position) were welcomed as new members to the DEC.

**Approval of agenda** Sarah motioned to approve today's agenda; Jessica seconded; all in favor.

**Approval of minutes** Brandon motioned to table the minutes of May 13, 2022 (not available); Jessica seconded; all in favor.

**Public comments** Carlos asked for Hy-Flex updates on upcoming agendas. Hy-Flex experiences were given by faculty in attendance.

**DE Team for AY 2022-23**

- **DE Coordinator:** Randy Carver (FA22 only)
- **Instructional Designer:** Mónica Landeros
- **Instructional Designer:** Brandon Marshall
- **POCR Lead:** Sarah Boland

**Confirm Membership** Randy confirmed the membership (see above member's list)

**Curriculum and Instruction Committee Updates** Anthony and Karen agreed CIC is on top of everything.

**Open Educational Resources (OER) and Zero Textbook Cost (ZTC) Committee Updates** Maricela spoke to the grants available. Phase 1 provides \$20k to use for planning; Phase 2 has \$200k available to create a pathway to pay faculty (must have more than one section, must prove pathway is sustainable.) There are 12 requirements for the ZTC Grant Implementations. Would have to be implemented within a year. May possibly be able to create multiple pathways and apply for another \$200k. Maricela said it is by pathway and

not by course. Sarah asked if we could team up with the other colleges. The Low Cost icon hasn't been approved yet.

### Student and Faculty Resources

- [Wellness Central](#)  
**Feedback is welcome.** Randy asked for feedback to be sent to him.
- [Comet Support Hub Changes and/or updates](#)  
**Feedback is welcome.** Randy said the Support Hub has had 2,161 views since August 14.! Randy asked for feedback to be sent to him. Make sure you send your information as you want it viewed.
- [Quest for Online Success](#) - **Feedback is welcome.** Randy asked for feedback to be sent to him. There have been 778 completion certificates since 5/23/22, 324 for SU22, 454 for FA22. Students find it very helpful.
- **Any other student resources needed?** Randy asked for feedback to be sent to him.
- **Padlet** – Randy reported that 25 licenses for faculty renewed for \$1500 until 9/10/23, and that Pronto has been renewed for \$5k for year through August 18, 2023.
- **Any other faculty resources needed?** Kristen said Padlet lacks in some areas such as a whiteboard tool and has research on other tools which may work better, such as Concept Board. Michele suggested Jamboard. Recording of classroom lecture was discussed by Kristen. Brandon suggests Kristin show the Concept tool at a future DE meeting. The license cost is comparable to Padlet. She said there's a free one to play with but is limited space. Carlos asked about a storage space, called Studio, that holds created videos but he has heard that it may go away and the videos will be lost. It is built into Canvas, but the district says it's not being used enough. Students like to use it. Monica said that Zoom connects with Canvas Studio. There could be a workshop on using it. Randy uses Studio in his department for the students. Randy will advocate with keeping Studio and will speak to Joanna Miller. Randy asked for other suggestions sent to him and will continue this discussion on the next agenda.

### Faculty Professional Development

- **Online Teaching Conference** Brandon shared his experience using Screen Pal. Maricela shared her experience using Mastery Paths through Canvas. Workshops on these programs may be presented toward the end of the semester. Carlos is concerned about Hy-Flex.
- [DE Fall Flex Forum](#) Randy said the Town Hall workshop was well attended.
- **4CD BEOI FA22 Courses**  
\*BEOI – 10\24 to 11\27 Starting up a section for 4 weeks  
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- [DE Drop-In](#) - Instructional Designers will continue to host. Brandon sent out link to calendar for meetings.
- **POCR Program update** Sarah explained that faculty are paired up with a peer mentor with the goal being to align course with CDCOEI course design equity rubric, which will provide students the ability to navigate the new transition to online courses. A new session begins next week. If interested or encourage others to please apply [here](#). There is up to \$2k for faculty compensation. It does not have to be finished during the semester you begin.
- **DE PD Flex Workshops for FA22 (planning)** Randy presented the workshop calendar. Brandon spoke on the Equity series called Virtually Possible, Managing video recordings, and Canvas tools. Randy talked about a the Pronto webinar coming up in late September.

### DE Strategic Plan

- **2018-2023 Strategic Plan Review** Randy reviewed the goals within the [CCC DE Strategic Plan](#). For Fall, he would like the DEC to focus on the five goals and what information is needed. He would like the DEC to break into five groups and each group work on the individual goals. He asked for feedback on if the goals were met and why not, and what resources are necessary. He will drop a live document for the feedback. Randy proposes to send out the google doc and today's links.
- **Discuss Strategic Plan Workgroups and Timeline** Tabled discussion

**Appreciations and Celebrations** Appreciations were given.

**Adjournment** The meeting adjourned at 12pm. The next DE Committee meeting is scheduled for Friday, October 14, 10am-12pm.

Submitted by,  
Lynette Kral  
Academic Senate Office