⊙ CONTRA COSTA COLLEGE
Distance Education Committee
Meeting Notes

Date: Mar. 10, 2023 (2nd Fridays) **Time:** 10am-12pm
Location: GE 108 and Zoom Meeting ID: 914 6443 5459 Passcode: DErocks
Committee Charge and Past Agendas & Minutes

Voting Members
Chairperson/DE Coordinator: Maritez Apigo
LA Division: Anthony Gordon, Brandon Marshall, Erica Watson - *Alternates:* Carlos-Manuel Chavarria*,
NSAS Division: Monica Landeros, (seat 2 vacant), (seat 3 vacant) - *Alternates:* Bashir Shah - zoom, Kristin Lassonde*
AACE Division: Michele Redlo, (seat 2 vacant), (seat 3 vacant) - *Alternates:*
SS Division: Sarah Boland, Dionne Perez*, (seat 3 vacant) - *Alternates:*

Non-Voting Members
Students: Alexa Simen*
IT Manager/Canvas Administrator: James Eyestone-zoom
Managers: Sue Abe, Elvia Ornelas-Garcia*
Classified: Karen Ruskowski
Accessibility Specialist: Liesl Boswell*

Yellow highlight=Present, *=Absent

Time	Item	Action
10:00	**Welcome!** Agreement: We uphold a safe space for our student committee members. Maritez called the meeting to order and welcomed everyone. She mentioned that the committee will hold safe space for the students.	n/a
10:01	Attendance and confirm voting positions. Maritez took attendance. Carlos-Manuel Chavarria, Kristin Lassonde, Elvia Ornelas-Garcia, Liesl Boswell were absent.	n/a
10:03	Approval of Feb. 10, 2023 meeting minutes. Monica motioned to approve the meeting minutes; Michele seconded; all in favor, no objections. The meeting minutes were approved.	Vote

10:05	Approval of today's agenda	Vote
	Maritez went over the agenda for today's meeting and asked if there were any amendments. There were none.	
	Monica shared that she will not be able to make it to next meeting and will ask for the alternate to join.	
	Michele motioned to approve the agenda; Brandon seconded; all in favor, no objections.	
10:07	Public comments	n/a
	No public comments were made.	
10:12	**Curriculum and Instruction Committee Updates** - Anthony and Karen 1. Updates 2. Need for which degrees and certificates are 50% or more online and which are 100% online Anthony shared that they are good with end of the term in terms of the queue. A lot of things are stuck with SLO level with the coordinator and there is change to elumen interface, which looks better in terms of user experience. Karen agreed. Maritez explained that there is no way to track the degree and certificates programs that are 50% online and those that are 100% online. Karen shared that she used to do it in past and will be willing to work on that. Instead of going through the time-consuming process, Maritez asked if there was a way to do this through elumen on which degree is 50% or 100% online (with checkbox option). Karen responded that there is an option in eLumen, however it does not work well yet. Maritez said that the district is looking to create online pathway so a data collection tool would be useful. She also shared there is no way to track ZTC courses either. Anthony said that while doing the content review or creating courses, we could collect the information from the chair. Karen said the 50% or 100% online determination of the courses should be left to Maritez or Karen to decide as faculty might not know. Maritez asked if the committee would like to review draft for DE Addendum during the next meeting, and committee agreed. The committee decided to look at the forms next meeting and update it. The DE team will be working on the draft.	Informa-tional Discuss

10:17	**Open Educational Resources (OER) and Zero Textbook Cost (ZTC) Committee Updates** - Maritez and Brandon 1. ZTC Program ($200K grant from CO for CCC) 2. Congressional Federal Grant ($1 million grant districtwide) Maritez shared that Sarah joined the OER/ZTC committee. The grant from the federal and state are coming in. Towards the end of the semester, we would know which program would be entering the OER/ZTC. The training is being developed with information on OER/ZTC and another module on copyright, antiracist pedagogy, accessibility. They would like faculty to be paid after completion of the module and get second compensation after their course is converted. The congressional federal grant has not yet come to the district so there will be more information on that later. Erika updated the faculty facing website which is housed by library. Maricela is the ZTC coordinator, Sarah is the counselor, Najia is the articulation officer and Maritez is the OER Coordinator.	Informa-tional
10:22	**Student Resources** Updates from student committee members – Alexa There were no students present today.	Informa-tional
10:30	**Faculty Professional Development** 1. March and April DE PD - Mónica, Brandon, and Liesl 2. Ed Tech Toolkit - Please check it out in advance and come to the meeting prepared to give feedback on the draft. Emailing Maritez your feedback is also welcome. - Maritez and the DE Team 3. POCR Program update - Sarah 4. Accessibility update - Liesl 5. Y.E.S./Your Equity Squad: Diversity, Equity, Inclusion, and Antiracism in Online Teaching Community of Practice update - Maritez 6. 4CD's BEOI and BEHI Course Offerings this spring: April 3-May 17, 2023. 7. Library updates - Erica Watson Maritez shared that they are working on the April calendar. Monica shared that in April there is a zoom video clean up, so the video is being stored or removed if they are not needed. Brandon shared that they are also putting panels on chatgpt - Chau Liu and Ben Jahn are interested. Maritez said there is another accessibility on documents and files. There is no DEPD in May so it will be concluded in April.	Informa-tional & discuss

Maritez shared that the team put together the ED Tech toolkit which is a canvas shell that includes all the technology resources – everything is put in one module. Brandon, Monica and Liesl worked on it with Maritez. Brandon said that it is in rough draft stage and would like to get feedback from the committee. Maritez said that every page has a help contact where they can get information on one-on-one help. She will be releasing it on next CCC/DE update, and to email her if committee would like to suggest any changes.

Sarah said there are 13 courses approved for POCR and many faculty are moving through the process. The next meeting will be on Thursday, 16th March. Maritez: she said it is in house and they are working on refining the process to check the course for accessibility etc.

The accessibility portion was skipped.

Maritez shared that group of six are presenting on above topic and different project everyone took on to implement on their classroom (rubrics, assignments in group activities, range of projects).

She also added that BEHI will be postponed until summer as there is not enough people to run it.

BEOI course offering will be from April 3rd to May 17. Monica said it counts as a unit for step advancement and to promote this with faculty. She added that it is an in-house opportunity so everyone should take advantage of it. It is a requirement for those teaching online course and, gives strategy on how to set up the course. Monica said she has two version of her course: hybrid or full online so she can swap them out, so it helps to get those ideas and plan it out. Brandon said it is worth it for hybrid courses as well as strategies on it.

Erica said that the HERF money has run out and there are cuts being made. Kanopy is getting tighter to get and she is trying to see if they can get 3 years of license. She added that they might have to cut the open hours in fall (evenings and Saturdays). She also shared that state paid for an online tool through out system that will allow to have periodically browsing feature. The links can be embedded into the canvas shell. They have found a way to translate all the pages for the ESL students. Brandon asked about periodic browsing and whether it can be downloaded. Erica said they are all pdf journals. Anthony asked if college is planning to employ advanced speakers to help with translation. Erica said that library would not know about that yet, and how the process would work.

10:50	**DE Strategic Plan 2023-28 First Draft**	
	Links for your reference:	Discuss & vote
	● CCC DE Strategic Plan 2018-2023	
	● 4CD DE Strategic Plan 2022-2027	
	1. New Strategic Plan 1st draft by the Ad-Hoc Workgroup - Please review pages 12-16 (sections E & F) in advance and come to the meeting prepared to give feedback on the first draft. Adding comments directly on the doc and emailing Maritez your feedback are also welcome. - Sarah, Anthony, Michele, Erica, Brandon, Maritez	
	2. Approval of sections E and F.	
	3. Maritez's next steps with the Strategic Plan.	
	Maritez shared the draft for the DE strategic plan. Her plan is to take this through shared governance and would like to go to the classified senate. She will take it to the ASU, management council/academic senate/college counsel to get their feedback.	
	The committee reviewed the plan together and provided comments and feedback on the document. In the history section C, it included information from 2018 regarding POCR, CTC Pathway, guidance for DE etc. It also included information about online teaching after COVID and faculty and negotiation with union to take the training to teach online, and new educational technologies.	
	It then included things that were added after Maritez joined as DE coordinator and what the next steps will be.	
	Maritez shared the data that compared the classes that were taught in-person and online pre and post-COVID. She wanted to include that to showcase the impact of COVID on DE. Student modalities preference was also shared. She also included the equity gap: success rate by race for CCC – Anthony asked how much accessibility plays a role in the data. Erika said she has information on how many laptops have been checked out by the students.	
	The state data is included on the same information, but it is a little bit older, but it shows the equity gap.	
	Maritez went over the things that DE committee plans to do in the next 5 years in CCC which included institutionalized funding, student equity and success, supporting instructors, and support for on-campus faculty and classified professionals using canvas. She went over the goals and objectives with the committee and asked if anything would need to be changed. Monica asked if the draft includes information on workshops and resources offered by the library or tutoring. Maritez added that in the draft. James said that it should be shaped to	

	match the information on the documents – he said that when it comes to technology, there is intersection with equity and access. On the Strength and college support section, Maritez said that it includes information on funding, collaborating with counselors, articulation officers for online degrees and pathways. Monica suggested adding continuing professional developing training to align with the CVC rubric and Peralta equity rubric and continue the partnership in California virtual exchange. Sarah added how important alignment is for all the courses and how to support all the faculty (on-campus courses) and not just those teaching online or hybrid class. Maritez asked the committee for approval to take it to the other councils. Monica motioned to approve; Brandon seconded; all in favor, no objections.	
11:20	**Provide Feedback on Two Draft Districtwide Guidances** 1. Regular and Substantive Interaction (RSI) (Link to CCC's RSI Policy) 2. Online Proctoring (Link to CCC's Guidance on Online Assessment and Proctoring Software) Maritez: shared the draft for the RSI and asked if the committee would like to add anything. The committee reviewed it together. Maritez said that the committee members can make comments on the draft, or they can email Maritez. The committee looked at the online proctoring guidance from the district. Maritez asked for feedback from the committee. She noted that it no longer flows with the intro they added.	Discuss
11:40	**Technology** 1. Libretexts Adapt - Janet French, Spanish 2. Edpuzzle - Jennifer Ounjian & Michel Arnold, Psychology 3. Should we develop a process for Canvas LTI requests? Examples: Ventura County CCD, Pasadena City College, and Los Rios CCD. Maritez shared the email that was sent by Janet French to add Libretexts adapt, LTI which is a comprehensive homework system where students would complete it in there and it would be automatically added to canvas. The students would not need to pay for it. Maritez said that it impacts other departments and prompt other faculty to look into it as well. Brandon asked how good the integration of the grades in the canvas from the homework site is. He also inquired if libretext will provide support on how to use adapt. Maritez said Janet might be able to come and show as well. Sarah motioned to approve Janet's; Brandon seconded; all in favor, no objections. Maritez said that she will ask Jennifer and Michel to present/show a demo to the committee so we can decide whether to approve it.	Discuss & vote

	Maritez said that it leads to bigger questions on whether they should develop a process to approve for technology request and how that decision is made. Monica suggested a scoresheet that will include cost information might be a good idea. Brandon added that it is important to ensure they are accessible if they are free technology tool.	
11:50	**Online Teaching Conference** at the Long Beach Convention Center (on-site only) June 21-23, 2023 ● Who is interested in attending? Jessica, Brandon, and Maritez so far. ● Applying for funding Maritez asked if anyone else is interested in going to the teaching conference. Michele, Brandon and Maritez are interested so far. Maritez said she would need to apply for funding through professional department and her department.	Informa-tional
11:53	**February 2023 Consortium Key Messages** Maritez shared that the key messages are linked in the agenda.	Informa-tional
11:55	**Appreciations** ❤️ Brandon thanked everyone for joining in person. Monica thanked Maritez for keeping time. Maritez thanked adhoc workgroup for working on the strategic plan.	Informa-tional
12:00	**Adjourn** - Our next meeting is on April 14, 10am-12pm in GE 108 (with a Zoom option for the public). Meeting was adjourned at 12:00 PM.	n/a