⚬ CONTRA COSTA COLLEGE
Distance Education Committee
Meeting Minutes

Date: Apr. 14, 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, Kristin Lassonde   **AACE Division**: Michele Redlo, (seat 2 vacant), (seat 3 vacant) - *Alternates:*   **SS Division**: Sarah Boland, Dionne Perez (absent), (seat 3 vacant) - *Alternates:*

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

Present

Time	Item	Action
10:00	**Welcome!** Agreement: We uphold a safe space for our student committee members.	n/a
10:01	Attendance and confirmation of voting positions Maritez took attendance.	n/a
10:03	Approval of Mar. 10, 2023 meeting minutes Karen made few suggestions to the meeting minutes, and Maritez made changes to it. Monica motioned to approve the meeting as amended; Michelle seconded; all in favor, no objections/abstentions. The minutes were approved as amended.	Vote
10:05	Approval of today's agenda The committee went over today's agenda. Anthony motioned to approve, Brandon seconded; all in favor, no objections/abstentions.	Vote

10:07	Public comments No public comments were made.	n/a
10:12	**Curriculum and Instruction Committee Updates** - Anthony and Karen Anthony said that there is no SLO coordinator yet. Anthony said that using an adjunct as coordinator is something that had been suggested before. Bashir mentioned that he just hired a coordinator who is SLO coordinator at a different college. Sarah said that there are recent precedent of adjunct serving in leadership. Elvia added that there might not be any objections if adjunct faculty are interested in taking on the roles with a formal process. Anthony said that there will be a different chair for next semester for CIC. Maritez added that Gabriella is ready to post OAS, DE, SLO, OER, PD etc. position for next year and will be emailing it out soon.	Informa- tional
10:17	**Open Educational Resources (OER) and Zero Textbook Cost (ZTC) Committee Updates** - Maritez, Sarah, and Brandon 1. ZTC Program planning: developing 4-week course and drafting $180K budget 2. Congressional Federal Grant: $1 million grant districtwide 3. Filling 3 Release time/OAS Positions: OER Coordinator, ZTC Program Coordinator, and OER Librarian Maritez informed that Maricela and she are developing 4-week training course for new ZTC program, which is almost complete. They will try to pull in Lori Brown, OER librarian to hold the zoom meeting one of the weeks to assist with the process along with Liesl Boswell, who will help the faculty during the accessibility week. During the next OER meeting, the committee will discuss about the budget and how it will be allocated. The committee plans to allocate some to digital lending library for students to access from their devices electronically. Maritez said she will attend a meeting today with the district on congressional federal grant and how it will be spent. She also informed that Gabriella will be opening the positions for upcoming semester. Monica inquired why the ZTC Coordinator was being posted if Maricela was the ZTC Coordinator. Maritez explained that Maricela stepped in for this semester, however for rest of the grant term (3 years), they will be posting it officially for ZTC program coordinator.	Informa- tional
10:22	**Student Resources** Updates from student committee members – Alexa Alexa said that it is easier with resources like OER, or DE. She added that some of the classes allow PDF version of the book or eBooks, which can be used for the semester. She informed that she is trying to focus on her mental health and on	Informa- tional

	classes as semester is coming to an end. She thanked the committee for inviting her. The committee thanked Alexa. Sue informed Alexa about DSPS and that, there is support provided to the students. Maritez asked if digital lending library might be helpful as a student, and Alexa responded that it would make a difference and a good start. Maritez informed that Sarah and she are reaching out to the department about OER/ZTC conversion. She said that the list will be ready later in the Fall or Spring and over the 3 year period.	
10:27	**Faculty Professional Development** 1. April DE PD - Mónica, Brandon, and Liesl 2. Ed Tech Toolkit is live! Any feedback? - 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 summer. Maritez said that April is last month for DE PD. She shared about the remaining workshops for this month. Brandon informed that there is ChatGPT interdisciplinary panel discussion on Thursday about how it will impact departments and programs and ways to adapt with it. Liesl is holding accessibility of document workshop where they will talk about making documents (word, pdf, etc.) accessible. Monica is holding Zoom Spring Cleaning and ways to archive the videos. Maritez said that the Ed Tech Toolkit has been live since last month and if there were feedbacks. There were no feedbacks but Maritez informed committee to provide any updates so they can make changes. Sarah said that POCR is having third cohort meeting next week. Two of the courses are being closed to being badged, and there are other two that will be going to Liesl for accessibility review. Liesl said that May 11th is when the accessibility Q/A will be held. Maritez said that Liesl has been helping with OER, ZTC, and DE as well, and thanked her. Maritez said that six of the faculty were able to present and share the work they had been doing all year at the conference. Maritez informed that BEOI is running now and it will be offered in late summer (starting July 17) for new hires. Elvia shared that they have several new hires and she will speak with Maritez on ways to help new faculty members take the BEOI.	Informa-tional & discuss

	Sarah asked whether there is a way for instructors to learn about instructional design about Canvas if someone is teaching in person but using Canvas. Maritez said that she will be sending her the link. Elvia said that it would be a good idea to add the link to the faculty orientation. Sarah said that in online teaching essentials there is resources about Canvas that she can share with the new faculty. Monica said if facilitators could be added to GROW as that would make the pre-course contact easier.	
10:50	**DE Strategic Plan 2023-28 Final Draft** 1. Ad-hoc workgroup met on Monday to revise it based on the feedback received from other committees. 2. Any last revisions? 3. Final approval. Maritez thanked Sarah, Brandon, and Erica for sharing DE Strategic Plan with different committee. She shared the feedback that were received so far. The ad hoc workgroup met to work on the feedback received and reviewed the draft. She asked the committee if there are any more feedback. Brandon shared some of the things that came up regarding the feedback such as request for glossary, ideas for budget on breakdown of the costs etc. Maritez shared that there is no constraint as budgets are unknown so the plans are written in advance and as the years goes by, the committee can decide on what to focus on at the given time. Sarah said that the funding does not have to come directly to DE but if a department gets a grant related to DE, this can be used by the committee. Sarah said that it is a guide for now and funding will be received along the way. The committee looked over the final draft of strategic plans and made changes based on the feedback received. Monica motioned to approve the draft of strategic plan. Brandon seconded; all in favor, no objections/ abstentions. Bashir's vote was not received.	Discuss & vote
11:20	**Filling DE-Related Release Time/OAS Positions** Discuss the Google Sheet with DE Team composition systemwide Release time/ OAS job announcements coming soon from Gabriela Segade for: ● DE Coordinator ● Instructional Designer ● POCR Lead	Informa-tional

	Maritez shared the DE team composition systemwide. Maritez shared there are three positions that Gabriella will post. Maritez announced that her sabbatical for next year was approved, and there will be new DE and OER coordinator.	
11:30	**Technology** 1. Edpuzzle demo, $2,180 quote - Jennifer Ounjian & Michel Arnold, Psychology 2. Libretexts ADAPT is now live in Canvas. 3. DE budget proposal 4. STAC 2023-24 Dr. Arnold shared a video about Edpuzzle to the committee that explained how it could be beneficial for the students and faculty, which was created by Jennifer Ounjian. Items regarding DE budget proposal, STAC 2023-2024 was tabled for next meeting, May 12th.	Discuss & vote
11:50	**Online Teaching Conference** at the Long Beach Convention Center (on-site only) June 21-23, 2023 ● Interested in attending so far: Jessica Le, Brandon Marshall, Sherry Sharufa and Maritez Apigo ● Applying for funding Maritez asked if anyone was interested in going to the conference.	Informa-tional
11:55	**Appreciations** ❤️ Maritez thanked Dr. Arnold for coming and sharing about EdPuzzle.	Informa-tional
12:00	**Adjourn** - Our last meeting this academic year is on Fri. May 12, 10am-12pm in GE 108 (with a Zoom option for the public). The meeting was adjourned at 12:00PM.	n/a