CONTRA COSTA COLLEGE

Distance Education Committee
Meeting Minutes
Date: December 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
  Non-Voting Alternates: Anthony Gordon
NSAS Division: Jennifer Ounjian, Monica Landeros, Kristin Lassonde
  Non-Voting Alternates: Francis Reyes, Bashir Shah
AACE Division: Jessica Le, Michele Redlo, Laura Lozano
  Non-Voting Alternates: None
SS Division: Dionne Perez, Kelley Cadungug, Sarah Boland
  Non-Voting Alternates: None
Voting Members absent: Jennifer Ounjian, Laura Lozano, Carlos-Manuel Chavarria, Michele Redlo, Dionne Perez, Kelley Cadungug, Sarah Boland
Non-Voting Alternates absent: All in attendance

Non-Voting Members

Students: Vacant
IT Manager/Canvas Administrator: James Eyestone
Managers: Elvia Ornelas-Garcia, Sue Abe
Classified: Karen Ruskowski
Accessibility Specialist: Heidi Guthrie
OER/ZTC: Maricela Ramirez
Non-Voting Members absent: Heidi Guthrie, Maricela Ramirez, Sue Abe

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Approval of agenda Monica motioned to approve today's agenda with the addition of BEHI starting Jan 3; Jessica seconded; all in favor.

Approval of minutes Monica motioned to approve the minutes of October 14, 2022 Erica seconded; all in favor.

Public comments None

Tech Tools for DE
- **Pronto Updates** Multi-year contract renewal coming back up with Pronto. Sydney Dodson is asking to see if faculty is interested in department level trainings.
- **Others** Jessica suggested checking out Notion which is a free liquid syllabus tool. Randy suggested to try to work on sharing Canva licenses.

District Distance Education Committee Updates
- **District Strategic Plan Goals** Funding is a priority goal for district planning. The ASC president needs to be reminded to please keep a close eye on how the off the top funding (District spending for all three campuses) is being allocated and where it's dispersed. The rest will be will be given directly to the campuses DE.
- **Course Accessibility** Randy heard that faculty have said accessibility of their online courses is too much work and isn't worth doing which may mean faculty need more training. Elvia has spoken with Jeff Michels and he's aware of the issue which the union will address and stressed that faculty need to involve themselves in this conversation. Brandon is in the process of developing training for online courses and evaluation. Jessica said that at Solano College, the faculty had to take a year-long online training course, and every three semesters their courses were intense evaluated. It cut back on how many courses were taught

online. She feels there should be more accountability. She agrees on a personal level with Anthony that the students are being short changed.
- **Online Proctoring Guidance** Randy said that it sounds like the district's legal team is not going to give a clear guidance on what it should be. There are many legal problems with the proctoring process being used. If the course is online, but the testing is not, is it a fully online course? How is the class coded? He said that it appears that the CCC Online Proctoring Guidance is being used as the template for the district and edited by Joanna Miller. It will be taken back to DDEC and then to the legal team, back to DDEC before possibly being used as the District Online Proctoring Guidance. Another option could be that CCC would be part of a large proctoring network where students are tested in-person at the closest college to them, but who will run it and how will it be paid for. Randy doesn't see that online proctoring network will be viable at this point. James said Proctorial cannot be turned off locally. Can it be pulled from the LTI? (Learning Tools Interoperability) This concern will be taken to DDEC.
- **BEOI 2** BEOI (Becoming an Effective Online Instructor) 1 is an entry-level introduction course required if you are teaching online. Then there is the POCR (Peer Online Course Review) program which is very rigorous. BEOI 2 looks to be a primer for POCR. You could continue on with the POCR program if you planned to prepare your courses for the CVC Exchange. The earliest that BEOI 2 will be offered is in Fall 23 since it is still in the planning stage.
- **BEHI** This 4-week hybrid training course is beginning January 3.
- **District Online Degree Paths/Plans** The plan is to start off with fully online Business and Psychology degree paths as the top two choices since they are the two most entered into programs across all three campuses, and both have a robust offering of courses. It has been suggested to include some CTE programs because they already set sequences.
- **Online Course Evaluation** Brandon said they were still in the early stages. He is getting together with the UF and DE leaders district wide in the coming weeks to consider ways to streamline training at all levels, including management, and put the materials in a canvas shell. January 17 will be training for everyone on how to do online evaluations. Brandon asked all to email him their thoughts about issues or aspects to include in the UF training.

Looking Ahead at the CCC DE Strategic Plan
This is the feedback from last workgroup on the 5 goals.
1st Goal Develop and Promote Principles of Excellence and Increase Quantity of Fully Online Courses
- The takeaway is that it has been met, but should be continued in certain areas including advocating for more and better online teaching tools, including training on how to use them. (Karen reported approximately 530 out of 800 courses are online now.) The Common support hub is supported by all, but there needs to be guidance on how to navigate it.
2nd Goal Enhance Personal Development
- The takeaway is that it has been met, but enhancing personal development must be continued, including training for management and assessment training. A campus support, or accessibility, person is needed. We do have Heidi Guthrie, who works from the district, but it would be better to have a CCC point person.
3rd Goal Expand Student Support Services
- The takeaway is that this is good, but it could be better. It was suggested to develop a life skills course on how to use technology. To ensure common support hub is updated with training for students on how to navigate it using student tutors.
4th Goal Improve Technology Infrastructure, Resources and Support
- The takeaway is that "infrastructure" needs clarification, and campus resources need to be utilized better. (Elvia asked if workshops can be published earlier so they can be planned for ahead of time. Brandon said that they do have the modules housed. Elvia asked Brandon, or whoever is the lead, to come to the Dean's meetings and share this with them.)
5th Goal Strengthen College Support for Coordination and Continuous Improvement.
- Not reported on

Committee Updates No reports.

Announcements No announcements.

Adjournment The meeting adjourned at 11:15 am. The next DE Committee meeting is scheduled for February 10, 2023.

Submitted by,

Lynette Kral
Academic Senate Office