⬭ CONTRA COSTA COLLEGE
Distance Education Committee
Meeting Minutes

Date: Feb. 10, 2023 (2nd Fridays) **Time:** 10am-12pm
Location: 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, (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

*=absent

Time	Item	Action
10:00	**Welcome!** Agreement: We uphold a safe space for our student committee members. Maritez welcomed everyone to the meeting.	n/a
10:01	Attendance and confirm voting positions. Recruiting members. Maritez informed that few members will not be able to be part of the committee as the meetings will be taking place in-person so there is vacancy in different division. She updated that the meeting will be in-person due to update on Brown Act. For the meeting to take place, the committee would need to meet the quorum (50% +1).	n/a
10:03	Approval of Dec. 9, 2022 meeting minutes. The committee reviewed the meeting from December 9. Monica motioned to approve the meeting minutes; Erica seconded; all in favor, no objections. Sarah abstained as she was not present in last meeting. The meeting minutes were approved.	Vote

10:05	Approval of today's agenda Maritez proposed to table the global announcement in canvas until the next meeting. Sarah motioned to table the global announcement; Monica seconded; all in favor, no objections/ abstentions. Monica motioned to approve the agenda; Anthony seconded; all in favor, no objections/ abstentions.	Vote
10:07	Public comments Sarah thanked Randy for his assistance last semester, and welcomed Maritez.	n/a
10:17	[Changes in Brown Act Legislation](#)	Informa-tional
10:25	**Spring 2023 DE Team** ● DE Coordinator: Maritez Apigo ● Instructional Designers: Brandon Marshall & Mónica Landeros ● POCR Lead: Sarah Boland ● Accessibility Specialist: Liesl Boswell Maritez updated everyone on the DE Team for this semester.	Informa-tional
10:26	**Curriculum and Instruction Committee Updates** - Anthony, Karen, and Jennifer Anthony said that there is no SLO Coordinator, and they spoke during the eLumen meeting about ways to lighten the load (40% load). There will be some changes to eLumen and there will be a new landing page for faculty. Karen informed that she was having difficulty with drop down menu on the recent DE form; Maritez said she will review it.	Informa-tional
10:30	**Open Educational Resources (OER) and Zero Textbook Cost (ZTC) Committee Updates** - Maritez and Brandon 1. ZTC Degree Program ($200K grant from CO for CCC) 2. Congressional Federal Grant ($1 million grant districtwide) 3. LTC designation is live - 37 courses this spring 4. Faculty-facing mini-website will be housed on the library site Brandon updated the committee that a grant had been announced for ZTC degree program and that, it must be certificate or degree pathway. There is also LTC designation. He also added that due to some of the changes, the faculty facing website will be housed by library until it can be added to college's website. Erica said that someone from OER/ZTC committee will have control to make changes to the faculty facing mini-website and this might be accessible through Canvas as well.	Informa-tional

		Maritez added that congress has granted $1 million which will be divided between three colleges and more updates will be provided about it.	
10:35		**Student Resources** Updates from student committee members – Alexa Maritez welcomed Alexa to the DE Committee and asked if she had anything to share with the committee. She said she will be reaching out to members of ASU in joining DE Committee for upcoming meetings. Maritez shared that there was a lot of participation in ASU this semester and is looking forward to having more people in DE Committee. Gary thanked Alexa for her input and suggested that Middle College High School could be recruited to ASU and the committee. Alexa said that she will reach out to current Middle College students who are part of ASU to spread the words out to other students.	Informa-tional
10:40		**Faculty Professional Development** 1. DE PD - Mónica, Brandon, and Liesl 2. POCR Program update - Sarah 3. Accessibility update - Liesl 4. Y.E.S./Your Equity Squad: Diversity, Equity, Inclusion, and Antiracism in Online Teaching Community of Practice update - Maritez 5. 4CD's BEOI and BEHI Course Offerings this spring: April 3-May 17, 2023. 6. Library updates - Erica Watson Monica said that the flex was successful and there were many participants. She said that there were questions about PDF accessibility. Brandon said that hyflex meeting will be offered next meeting and will also be speaking about student success and explore more ways to get involved with the students in the online space. Maritez said that if anyone has suggestion on workshop topics. Sarah updated about POCR program and explained that the faculty work with trained certified mentors and in group meetings to align courses to CVC-OEI rubric and Peralta equity rubric. She said that they will be meeting next week and added that the review process for the faculty to be badged and course to be listed has been localized, which means the local team will be certifying the courses, making the process efficient. She also mentioned that Liesl Boswell will be back as campus accessibility specialist. Gary asked about number of courses that have been badged. Sarah responded that there are 11 courses that were badged as of 2/10/2023 and the number is expected to grow in coming weeks. Maritez suggested that it would be a good idea to add an icon next to the course that has been badged. Sarah and Gary agreed. Karen asked if the badging is based on instructor or the course by itself. Sarah explained that it is the instructor and the specific course specific.	Informa-tional & discuss

	Maritez updated that in the fall, they read a book, *Culturally Sustaining Pedagogies* and discussed about the articles in the book. For Spring, YES is working to put in a proposal to present/share about the action plans and individual projects they are working on in the pedagogical conference. She also added that BEOI and BEHI will be offered this semester starting April 3rd. Erica said that library is offering course reference appointments and students can make appointments through the website to meet either online or in-person. She said that canopy is planning to sell packages, but they are working around it and will inform the committee on the update. She said in the summer, library is doing the inventory projects where all the laptops will be asked to be returned so they can review the supplies. She said that she will work with OER/ZTC committee to make searching ZTC class sets and extended reserves easier. She added that library has decided to make a tech tool videos in different languages.	
11:00	**Update DE Strategic Plan ([2018-2023 strategic plan](#))** 1. What was done last fall? 2. Next steps Maritez asked the committee on the updates on Strategic Plan. Brandon said that there was a breakout session to brainstorm ideas and there is a document on it. She asked Elvia if the Strategic Plan needs to go beyond the committee at CCC for approval. Elvia said she will confirm about the details and let Maritez know. The committee looked at the strategic plan together and talked about potential changes they would like to make to it. For objective 2, Anthony suggested that there should be ongoing trainings to make sure that people understand about online teaching. Elvia agreed with Anthony and said that a list of workshops for following semester to make the improvement plan more specific which will help the evaluation committee and faculty. She also mentioned that adjunct faculty who teach online are not required to do professional development and she said that this needs to be revisited. The standard for faculty teaching online should be renegotiated to ensure the course meets the quality guidelines. Sarah added that some of the trainings that exists are outdated even when the technology has advanced. She said that there are flex trainings one is required to complete, and it could fit into the cycle of professional development. Brandon said a guidance video of what constitutes strong online course by the department might be helpful. He also suggested that there should be communication with the deans on the improvement plan regarding online courses. Karen made a comment that providing examples of what good courses, RSI looks like might be helpful. Gary said that broadcasting POCR to faculty might be a good idea as well so there is more interaction or help them understand about badging.	Discuss

	Gary added that there should be a module template that has information on resources, which can be transferrable. Brandon shared that there was a template in BEOI. Sarah said that a new tool is being implemented by the district (training videos), which were not very accessible for the students. She added that there should be better tools for the students. Maritez suggested for ad hock workgroup to work on strategic plan and asked who can help update the plan. Michele volunteered. Monica, Brandon and Sarah offered to help. Erica and Anthony said they might be able to assist as well. Maritez said she will send out a poll to get everyone's availability.	
11:20	**Global Announcements in Canvas** Should we develop a process for Canvas Global Announcements? Example: Univ. or Oregon	Discuss
11:30	**Technology** 1. Edpuzzle - Jennifer Ounjian & Michel Arnold 2. Technology Adoption Rubric discussion at DDEC 3. Should we develop a process for Canvas LTI requests? Examples: Ventura County CCD, Pasadena City College, and Los Rios CCD. 4. Should we develop a "CCC Ed Tech Toolkit"? Example: SRJC 5. How are the OWL cameras used in hyflex classes? - Mónica, Carlos-Manuel, Michele 6. ChatGPT – Brandon Jennifer and Michel (psychology department) asked if Edpuzzle can be added into Canvas. Maritez asked the committee if there should be a process for technology development and process. Monica said that if a technology is requested, the person/discipline could present about it and how it might help with their course. Brandon agreed with Monica and added that that we should consider things various criteria based on accessibility, impact on number of students etc. Maritez shared a rubric from another college on technology adoption and whether we should have a similar one. The committee decided to continue the discussion on technology adoption rubric in the meeting. Maritez asked if there should be CCC Ed Tech Toolkit where all the technology that campus has would be listed so faculty can find it easily. Sarah and Michele agreed that would be helpful. Sarah added that there could be information about each tool, description about it and more information on using that tool. Gary agreed that having all digital tools in one area will be a good idea. Maritez said that she will work with DE team and come up with a toolkit to share it with the committee.	Discuss & vote

	Maritez asked if someone has been using OWL camera and Michele said that it has been a very useful tool for her. It has been used to do outreach to the hospitals and partner and not just, the students and she has requested for a second one. Elvia said that Carlos might have had issues with it and based on his experiences, he might not use it going forward. She added that it could be useful for certain discipline but not for all. Brandon talked about ChatGPT, which is an AI technology where you can input things and it will provide you with answers. He experienced students using it for their assignments last semester. He asked the committee whether there should be workshop around this to inform faculty. Anthony agreed and one should keep an eye out on it as it can be problematic if a student is taking exam at home. Erica said she would like to learn more about it from a librarian perspective. Gary said that we should find a way to use it as a resources and work with it. He also suggested if we could do a demo on it. Brandon said a PD can be created and guidance around it. Maritez said if anyone has suggestion on this PD, they should let DE committee know so it can be incorporated. Brandon suggested everyone to try entering their prompt from their course into ChatGPT and bring notes about it to next meeting.	
11:50	**CVC-OEI Consortium Key Messages Dec. 2022** Maritez shared the link to CVC-OEI Consortium Key Messages.	Informa-tional
11:52	**Online Teaching Conference** at the Long Beach Convention Center (on-site only) June 21-23, 2023 ● Who is interested in attending? ● Seeking funding Maritez informed that there is an on-site online teaching conference at Long Beach and asked if anyone is interested. Brandon and Michele expressed their interest to attend. Michele said she will look more into it and inform Maritez if she would like to attend. Monica said it is a good learning experience and encouraged others to attend. Dr. Gary asked if adjunct is allowed to go and Maritez answered they are. Maritez asked Elvia if she would assist with gathering the funding and check with the President regarding this. Elvia suggested using the funding available through PD. She also said that this could be taken to the department chairs to see if the department would be willing to assist with cost if the funding from PD might not be enough.	Informa-tional
11:55	**Appreciations** ❤️	Informa-tional

	Brandon thanked everyone for their time and their decision to stay in the committee. Michele thanked everyone and suggested for a potluck. Gary thanked Monica and Dean, Elvia Ornelas-Garcia for their support and Maritez for being inclusive and allowing him to share. Maritez thanked Randy for his help as DE Coordinator last semester, and Alexa for signing up as a student committee member.		
12:00	**Adjourn** - Our next meeting is on March 10, 10am-12pm, on-campus in GE 108 with a Zoom option for the public. Maritez stated that the meetings will have to be in-person starting next month and there is an exception to attend virtually up to two times for just cause and emergency situations. Meeting was adjourned at 12:00PM.	n/a	