CONTRA COSTA COLLEGE

Distance Education Committee

Meeting Agenda

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, 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

Time	Item	Action
10:00	**Welcome!** Agreement: We uphold a safe space for our student committee members.	n/a
10:01	Attendance and confirm voting positions.	n/a
10:03	Approval of Feb. 10, 2023 meeting minutes.	Vote
10:05	Approval of today's agenda	Vote
10:07	Public comments	n/a
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	Informational Discuss
10:17	**Open Educational Resources (OER) and Zero Textbook Cost (ZTC) Committee Updates** - Maritez, Sarah, and Brandon 1. ZTC Program ($200K grant from CO for CCC) 2. Congressional Federal Grant ($1 million grant districtwide)	Informational

10:22	**Student Resources** Updates from student committee members - Alexa	Informational
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	Informational & discuss
10:50	**DE Strategic Plan 2023-28 First Draft** Links for your reference: ● 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.	Discuss & vote
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)	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.	Discuss & vote
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	Informational
11:53	**February 2023 Consortium Key Messages**	Informational
11:55	**Appreciations** ❤️	Informational

12:00	**Adjourn** - Our next meeting is on April 14, 10am-12pm in GE 108 (with a Zoom option for the public).	n/a