

District DEAC Agenda & Minutes

Date: Monday, January 28, 2018

Time: 2:30pm-3:30pm

Attendees: Lezlee Ware, Erica Reynolds, Jaz Robinson, Paul Witham, Bianca Rowden-Quince, Jim Houpis and Allison Hughes

| No. | Category | Topic | Lead | Notes |
|-----------|-----------------------|--------------------------------|--|---|
| 1 | DAS Priorities | | | |
| 1A | | Faculty Accessibility Support | Bianca & Erica Lezlee will email attachments to the group | <ul style="list-style-type: none"> - Email job description to group 1. 3 way split 2. Classified Position 3. Faculty Position 4. College's Program Review 5. Invite Paul Besney (to the colleges to help with accessibility training) |
| 1B | | Managing District DEAC Website | Allison | <p>Next meeting (February) showcase website</p> <p>Send Allison information that is appropriate to go on the website (prior agendas,</p> |

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| | | | | <p>subcommittee reports)</p> <p>Could use old sharepoint site for additional information</p> |
| 1C | | Online Faculty Training/Re-training | All | <p>Retraining topics and cycle – collaborate</p> <p>Re-trainings open to people from all 3 campuses in order to share resources (flexibility).</p> <p>Webinar could be a better way to go (inspire them with the tools faculty are learning and using to teach)</p> |
| 1D | | Online Faculty Training Stipends/Hourly Rate | Lezlee will discuss with VPIs | <p>Previously a \$1,500 (for 25 hours) stipend awarded based upon faculty deliverables.</p> <p>Would \$500-\$1,000 stipend be appropriate?</p> |
| 1E | | Regular and Effective Contact | Erica, Paul and Lezlee | Combine Cañada Rubric with notes/recommended |

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| | | | | <p>language of sister colleges</p> <p>Includes updating DE Addendum in CurricUnet</p> <p>Confirm if Policy approved by the Board</p> <p>Procedures are in Skyline DE Handbook</p> |
| 1F | | DE Evaluation & OEI Rubric | <p>All</p> <p>Lezlee will email attachment</p> | <p>Bianca will send us the description of their peer review process.</p> <p>Lezlee & Bianca will compare our DE Evaluation with the OEI Rubric in order to make recommendations regarding congruency.</p> <p>Next steps if changes are accepted: training for evaluators regarding OEI Rubric will be necessary</p> |

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| | | | | Peer Review Group (campus-wide) will support these possible changes and necessary training (concept will be presented to DAS by Bianca). |
| 1G | | DE Flex Day Trainings | All | <p>CTTL at Skyline – discussing doing a district- wide flex day for March 29th (they may consider doing DE related tasks)</p> <p>March 6th for Cañada will have a half day DE focused session with specific trainings: Canvas rubric, Screencast-o-Matic and Canvas groups.</p> <p>March 6th for CSM will have a session focused on DE and Captionsync for Youtube and 3rd party content videos</p> |
| 1H | | Board Policies (DE, Rubric, Regular & Effective Contact) | Lezlee | Use new Board search tool on web to confirm which |

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| | | | | policies have been approved and which ones still need Board approval. |
| 1I | | SMCCCD Strategic Plan for Information Technology SMCCCD DE Strategic Plan SMCCCD DE Status and Guidelines 3 Colleges' DE Strategic Plans & Technology Plans | All Lezlee will email attachment | See chart Homework: Read/review these documents for our next meeting (February) to determine deletions, additions and congruency. |
| 2 | Instructional Technology Committees | | | |
| 2A | | Skyline Technology Advisory Committee | | |
| 2B | | Cañada Instructional Technology Advisory Committee | | |
| 2C | | CSM Technology Advisory Committee | | |
| 3 | Campus DEACs | | | |
| 3A | | Cañada DEAC | | |
| 3B | | CSM DEETC | | |
| 3C | | Skyline Technology Advisory Committee | | |
| 4 | Shared Technology/Software | | All | |
| 4A | | NetTutor* | | |
| 4B | | Proctorio | | Allison will confirm pricing. Lezlee will present to VPIs |
| 4C | | Online Counseling (Audio & Video) | | |
| 4D | | Turnitin.com* | | |

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| 4E | | Screencast-o-Matic | | Jaz will follow-up on creating one contract that will include all 3 campuses' usage. |
| 5 | Canvas Feedback | | All | |
| 6 | Articulation Work Group | Skyline Articulation issue is in contact with UC representatives around testing requirements for online courses, however it seems to be department specific. | Erica & Bianca | Reinforces need for Proctorio district-wide Raises potential issues with international students and DE |
| 7 | District DEAC Membership | Student Representative – student DE experience | Bianca and Lezlee | Do students get paid for attending college meetings? Biance will contact students from prior DE focus groups Lezlee will contact ASCC |
| 8 | LTI/FERPA/Accessibility Contract Work Group | Next Meeting: Tuesday, January 8, 2019 | Lezlee, Allison, Jaz & Aaron | LTI – workflow created by Jaz with Alison's prior information. There will be an IT/Purchasing meeting on January 30 th to further |

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| | | | | <p>identify any issues and plans to resolve them (purchasing authorization issues).</p> <p>Allan created a report with all current LTIs white listed as first step in our process.</p> <p>Canvas will be locked down so faculty will need to ask permission in order to install new apps and/or publisher material.</p> <p>Allison and Lezlee will draft common message with protocol and timeline for our LTI meeting.</p> <p>Per Higher Education Act – must post books before registration opens so students know cost of the class ahead of time, thus last minute publisher</p> |

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| | | | | requests should not be allowed. |
| 9 | Updates | | | |
| 9A | | OEI Course Exchange | | |
| 9B | | Film Server | | <p>We will ask Michael Stanford to take proposal to CSM Academic Senate in February</p> <p>Erica will discuss need and use case</p> |
| 9C | | Online Degree/Certificate (Timely) Completion & International Students and DE | James & Aaron | <p>Proposed: a cohort group of international students and SMCCCD faculty for DE courses.</p> <p>Must include wrap around services.</p> <p>Careful planning for transferability.</p> <p>Proctoring mandatory.</p> <p>Is it possible to connect with CSUs in order to offer</p> |

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| | | | | completion of full degrees online(?) |

*Available at all 3 campuses

Upcoming Meetings (2:30pm-3:30pm): Monday, February 25, 2019
Monday, March 18, 2019 (Spring Break)
Monday, April 29, 2019
Monday, May 13, 2019 (Finals Week)

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District DEAC Meeting Minutes

Date: Monday, November 26, 2018

Time: 2:30pm – 3:30pm

Present: Lezlee Ware, David Reed, Allison Hughes, Erica Reynolds, Bianca Roweden-Quince, Jaz Robinson, Christopher Robinson, Ricardo Flores and James Houpis

Next Meeting: Monday, January 28, 2019 (2:30pm - 3:30pm)

1. Allison will manage the District DEAC website (permissions will be confirmed through Alan)
2. CurricuNet – DE Addendum/Supplement update and continuity among campuses – including regular and effective contact
 - a. These updates will be worked on during the summer by Erica and Paul

Board approval on regular and effective needs to be confirmed. Lezlee will confirm the status.

Accreditation and regular & effective contact → evaluation, policy, where posted (Jaz), evidence – post on CurricuNet (all 3 campuses), DE Handbook, how to achieve regular and effective contact will be detailed in each campuses' handbook

Peer review committee – Bianca (district-wide). Establish DE Peer Review Committee for each campus in order to confirm that policies are being followed in each online course.

Bianca has something - march flex regular and effective (who is behind screen)

Faculty Accessibility Support Position: description, full-time, instructional technologist with accessibility focus or online accessibility specialist, training, canvas expert, understands how to assist faculty, problem-solver, not too niched, universal design, instruction+ for ada compliance (campus-wide), student-assistants to do some of the captioning, Bianca or Erica have a copy of the original job description and will share with our group.

Re-training cycle: 3 years because things can change significantly (keep up with best practices and pedagogy), standard of quality for student consistency

- Technology v pedagogy
- Outside training (provide certificate, training outline and then course review)
- Pool of peer reviewers to help with consistency
- Tool gap and culturally responsive teaching (equity) – time sensitive
- 2019-2020, 2020-2021 (tools and pedagogy across the curriculum) – with AS input
- Erica and Bianca will work on this.

Technology plan (void of how it interacts with instruction and pedagogy)

- What do we need to advance DE?
- Interaction with furniture?

- Not enough money (\$15m/3 campuses)
- Adjunct faculty and lack of equipment
- Need to ask faculty (survey draft created)
- Faculty open forum (follow-up forum)
 - o What do you need in your classroom?
 - o What are you struggling with?

Campus closures (in future) to include the virtual campus, as well. This will help to address confusion regarding faculty responsibilities during these emergency situations.

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