

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? Bianca 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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