Distance Education and Educational Technology Committee

Meeting Summary

Tuesday, December 4, 2018, 12:30 p.m. to 1:30 p.m., Center for Academic Excellence (18-206)

Members Present:

Nuri Ahmad (Student Representative), Brian Besnyi, Paul Hankamp, Sue Hwang An, Judy Lariviere, Joe Mangan, Teresa Morris, Rosemary Nurre, Erica Reynolds, Elnora Tayag, Jing Wu

Action on Agenda:

Approved meeting agenda.

Action on Meeting Summary:

Approved previous meeting summary.

Issues Discussed:

- Share-out from Committee Members
    - DEAC Updates
        - Faculty Accessibility Support
            - District and Colleges agreed to hire an Accessibility Support for courses, but instead hired an Accessibility for website and financial aid management. Accessibility: Need for Accessibility Staff for direct faculty support
        - Managing District DEAC Website
            - Documents and Policies should be updated prior to their expiration date (i.e. DE Strategic Plan (2015), DE Board Policies (2012) and etc.)
        - Online Faculty Training/Re-Training
            - Congruency among the 3 campuses, instructor preparedness, minimum requirements, re-training schedule
            - Concern about getting everyone re-trained every 3 years.
                - Run through division approval. Dean must be involved.
                - DE faculty
            - Like continuing education, over 3 year period, then complete 18 hours of elective courses
                - More topical, (gradebook,
                    i. required topics (accessibility)
                        1. Have some required and some electives

- - - Online Faculty Training Stipends/Hourly Rate
      - Per MOU, $1,500 for 25 hours (how to access this across all 3 campuses).
      - Canvas $ savings
    - Regular and Effective Contact
      - There was a board policy that was approved by DAS but it not listed on the district website.
      - [Administrative Procedure NO. 6.27.1](#)
    - DE Evaluation & OEI Rubric
      - Updates needed to Faculty Online Observation Form to align with OEI rubric
    - DE Flex Day Trainings
      - Offer more specialized trainings that go beyond the basics (i.e. best pedagogical practices, screencast-o-matic and etc.)
    - DE Professional development
      - Hire substitutes and attend classes during the week.
  - When fire happened, were all classes canceled (including online courses)
    - Need policy about whether or not online courses are included when classes are online. (send to Tarana)
      - During holidays (ie Labor Day)
      - Video streamed for Flex Day.
      - Online courses (required ..what am i going to be evaluated on.) Maybe paid at lesser rate.
  - Report from each Division rep
    - ESL
      - Considering developing late, start hybrid classes
    - Library
      - During fire closure, library continued to offer services via chat.
    - Formally request guidance on when to cancel a class: Rosemary
      - Bring it up to DEAC and Tarana Chapple
    - DRC
      - Provide training on how to know if your publisher textbook is accessible. Training will include tips such as:
        - Request PDF from publisher. VPAT and ACCR
        - Better to ask for PDF and not Word.
        - Provide instruction of any activities that "If any part of this assignment is not accessible, please contact me as soon as possible."

- Recommendation/Requirements for F2F instructors to have some online presence.
  - Post syllabus*
  - Files: Upload pdf or files
  - Posting Assignments
  - Announcement: Send weekly announcement of what is due

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  - ○ Student assistants help upload syllabus and assignments.problematic if due dates change in class and faculty does not change in Canvas or notify (worried about relevancy
  - ○ Erica will email Tarana Chapple to bring recommendation to "Administrators Council"
- Date for Next Meeting:
  - ○ Took a poll
- Agenda Items for Next Meeting

Next Meeting:

- Wednesday, March 13, 12:00 - 1:00 PM

Summary Prepared by:
Erica Reynolds on December 4, 2018