

CSM Distance Education Advisory Committee (DEAC)

Meeting Summary

Tuesday, September 3, 2019, 12:00 p.m. to 1:00 p.m., Center for Academic Excellence (18-206)

Members Present:

Sue Hwang An, Diana Bennett, Tarana Chapple, Lena Feinman, Paul Hankamp, Michelle Mullane, Carol Newkirk-Sakaguchi, Erica Reynolds, Jasmine Robinson, Ellie Tayag, Jing Wu

Action on Agenda:

Approved meeting agenda.

Issues Discussed:

- Introductions and Confirm Committee Membership
- Review and Approve [CSM DEAC Committee Goals](#)
 - Erica explained that currently, the CSM DEAC website has twelve goals listed that appear to be specific tasks that seem to be related to the previous DE work plan.
 - The recommendation to the committee is to update the committee goals to just six goals which align with the current 2017-2020 DE Plan.
 - The committee approved the new CSM DEAC Committee Goals.
 - Erica will update the website with the new goals.
- Approve and Distribute [CVC Finish Faster](#) Cards
 - CVC Finish Faster provides an easy way for students to find other online CCC courses. CSM sent their data to the CVC over the Summer and now appears in the students' searches.
 - There was a discussion around whether or not we want to distribute the marketing materials around our campus. The committee agreed that it would be helpful for students who may not find courses at CSM to use the CVC Finish Faster site to locate possible online alternatives.
- Share-out from Committee Members
 - DEAC Updates
 - No updates because the August District DEAC meeting was canceled.
 - Math Science
 - No Updates
 - ITS
 - Moving towards Salesforce. Training with counselors, Ready by Spring 2020.
 - Would like to feed info from Canvas into Salesforce for Early Alert Warnings
 - 50% of CSM courses are in Canvas
 - What kind of information can we get from Canvas?
 - Ask people to take attendance in Canvas

- Student Activity/Login
 - Post Syllabus in Canvas to encourage students to login to
 - i. Instructure provided a statistic that for online courses, if a student doesn't login to Canvas within the first 3 days of course, then 70% chance student will drop.
 - Encourage students to take pre-assessment and post-assessment on Canvas.
 - Zoom Enterprise licensing
 - Give pro-accounts to all students
 - Setting -up Zoom Rooms like smart conference rooms. Can be used for:
 - Virtual meetings
 - Office hours
 - Interviews
- DRC
 - No Updates
- Counseling
 - No Updates
- Language Arts/ESL
 - No Updates
- Business/Technology
 - No Updates
- Creative Arts and Social Sciences
 - No Updates
- Library
 - New LSP will go live in January. Doing an LSP Road Show starting in October.
- Kinesiology
 - No Updates
- Report from Student Representative
 - No student representative for this meeting.
- Fall 2019 Resource Requests
 - Instructional Accessibility Specialist and Resources
 - District and Colleges had originally agreed to hire an Accessibility Support for courses in 2016 that would split their time amongst all three colleges.
 - There was so much work that the role ended up focusing on creating accessible for websites and forms (registration, financial aid, etc).
 - Currently, Skyline College has an Accessibility Support Specialist
 - In 2017, a presentation was made to the VPI to hire an Instructional Accessibility Specialist, there was not enough funds for a position. Instead, funding was provided for professional development for the Accessibility Advocate Cohort.
 - Data from the Accessibility Cohort

- 0% of the cohort strongly agreed with the statement, “I have the time and resources to teach other faculty how to make their courses accessible.”
- 100% of the cohort strongly agreed with the statement, “I think CSM needs a full-time instructional accessibility specialist to support faculty in developing accessible instructional materials.”
- Guiding prompt for how this position will help your department’s course outcomes
 - What are some of the ways that this position will address the equity gaps between modes of delivery?
 - Assistance with captioning to support students who are English Language Learners, have visual text learning styles or needs, or with any degree of hearing loss.
 - Support UDL Practices
 - i. Focus on providing students with multiple means of representation by delivering content in a variety of formats.
 - ii. Offering learners diverse ways to express their understanding and skill development.
 - What are some additional ways that this position can support students in your programs or courses?
 - Sue requested that we provide a description of the job as well, to help the committee members better advocate for the role to their divisions.
- August 2019 lawsuit against disability discrimination lawsuit against the Los Angeles Community College District
 - Two blind students won their disability discrimination lawsuit against the Los Angeles Community College District (LACCD).
 - Violated the students’ rights under Title II of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973
 - Failing to provide them with accessible documents and course materials, failing to provide equal access to library resources, procuring and using inaccessible educational technology, and maintaining an inaccessible website.
 - The court specifically criticized the use of the Pearson MyMathLab product
 - Carol also mentioned that Pearson publishers have been a real issue this semester for the DRC.
 - i. At other colleges, the President/Cabinet has issued a statement that faculty cannot use Pearson products if they don’t make their products accessible by 2020.
 - ii. Should CSM President/Cabinet do the same?

- iii. Lena pointed out that if we make this statement, what options will be offered to faculty if they cannot use Pearson?
- iv. OER resources may not be accessible
- v. While students may save money in textbook costs, the costs could shift back to the college in verifying and ensuring the OER are accessible.
- vi. VitalSource is the best
- Online Proctoring
 - District DEAC had planned to pilot Proctorio, but did not receive funding.
 - There have been some departments where the articulation agreement specifies that online courses require proctored exams.
 - If this is an issue that is affecting your department, please remind faculty to ask for an online proctoring solution in their Fall 2019 Resource Request.
- Agenda Items for Next Meeting
 - Topics for Spring Flex Days
 - Quality Online Teaching and Learning
 - [Faculty Handbook for Online and Hybrid Instruction](#)
 - CSM DEAC Objectives for 2019-2020

Next Meeting:

- Tuesday, October 1, 12:00 - 1:00 PM
- **One-Time Location Change: 10-468**

Summary Prepared by

Erica Reynolds on September 3, 2019