CSM Distance Education Advisory Committee (DEAC)

Meeting Summary

Tuesday, October 1, 2019, 12:00 p.m. to 1:00 p.m., Building 10, Room 468

Members Present:

Sue Hwang An, Brian Besnyi, Diana Bennett, Lena Feinman, Paul Hankamp, Judy Lariviere, Teresa Morris, Michelle Mullane, Erica Reynolds, Elnora Tayag, Jing Wu

Action on Agenda:

Approved meeting agenda.

Action on Meeting Summary:

- Move to approve the meeting summary next meeting (2 meeting summaries will be approved at once so all have time to read through this)
- Next meeting summary will come out within the next couple of weeks

Issues Discussed:

- Share-out from Committee Members
 - DEAC Updates
 - District DEAC is canceled permanently (chair was Aaron McVean); unknown who new co-chair is for this year; this was a good collaboration across campuses; was good to have formal time to meet to discuss common issues and push policies forward
 - Suggestion to request that Academic Senate wants this back which can then go to District Senate – the additional confirmation may be helpful (recommendation by T. Morris)
 - Next flex day will have a ZoomPro workshop from 1-3:30
 - Math Science
 - Was not able to discuss Fall Resource Request at last Division due to guided pathways workgroups, but will speak with divisions about asking for accessibility support position and for resource requests for online proctoring on Oct 11 meeting
 - For Biology department, included a request for online proctoring and IAS.
 - For Math department online proctoring and IAS.
 - ITS
 - Students can now access ZoomPro and can login and have meetings with faculty as well as with one another for group work
 - When login with Onelogin, it'll show up as a tile and looks more integrated (not just for Canvas) Canvas, Salesforce,

WebSchedule, WebSmart, Zoom (go to smccd.onelogin.com) – this address is on onelogin's website and should stay static for the duration of the contract (note it's not .edu but is .com

Good landing page from the student perspective – can get reset password link through their cellphones if enter cell phone (during set up, they may be asked for phone number

- First login they do security questions IF they select "phone" icon on there, they can enter phone number and then if need to reset password, it can go to their phone
- Faculty can add personal cellphone (email will stay as smccd.edu)
- Jaz is leaving us new position at Netflix reach out to him with questions
- Through CCC Confer, was a captioning solution now working with some 3rd party vendors to see what will be used now – they are working on solutions for live captioning (as well as post-recorded items).
- Access to 3C Media for captions for your own media
- Automatic sync for youtube and vimeo if part of grant group
- CCC Confer if you had live captioning for live lectures when moved to ZoomPro lost this – need to find out how many instructors are using live cast for lectures and then may need to get someone in there to transcribe and then upload to 3CM for transcript
- Remote captioning may also be an option through Google-hangout cheaper alternative than in-person captioning
- In Zoom (closed captioning tab, copy the link and send for captioning)
- Don't want to take functionality away by adding own site license
- DRC
 - Has not gotten to counseling division yet because of their intense focus on Guided Pathways. Will check in with department prior to the Oct 25 date
 - Pearson was doing a good job last year, but their online textbooks don't work well with their Kurzweil now – online books through Pearson – NOT HELPFUL
 - McGraw Hill reader has been "ok" but sometimes skipping material
 - Cengage is working well but still moving target
 - Meeting next week for timelines for instructional material for getting compliant materials
 - Openstacks working well
 - PDFs in Canvas shells –
 - Bad photocopies of things still come through and is hard for conversion
 - May come down to not purchasing Pearson if they don't change soon
 - Look for publishers other than Pearson if using online textbooks they are NOT accessible with assisted technology
 - Would message from VPI to Pearson help?
 - If instructors choose a book through VitalSource for regular history text, etc. and link to the online version of the textbook, then it doesn't need to be converted. Might cost more money, but would work and help identify students struggling with reading

- xii. FORMAL ASK: To have email to deans about problems with Pearson to then notify staff (Carol is out right now, so will ask Krystal)
- Counseling
 - No Representatives or updates.
- Language Arts/ESL
 - Amy Sobel on International Ed 1+1+2 (international students complete online courses in first year, then come to ccc for 1 year and transfer in two years). Skyline is piloting with 3 students from China. CSM will do this, but not sure when.
 - Chinese online classes publisher says to be working on accessible material, but it's not working right now. Hoping to find more choices (current publisher is "Active Chinese")
- Business/Technology
 - No Representatives or updates.
- Creative Arts and Social Sciences
 - Will Discuss fall resource request at October 3rd meeting and need for accessibility support position and for resource requests for online proctoring.
- Library
 - Working on website redesign (Brian helping with accessibility pieces)
 - EBSCO was cited in lawsuit as well, so checking into that may have some fully accessible titles and some not accessible at all – EBSCO will not want to lose the contract with the colleges
- Kinesiology
 - No Representatives or updates.
- Report from Student Representative
 - No Representatives or updates.
- Faculty Handbook for Online and Hybrid Instruction
 - SMCCCD Faculty Handbook for Online and Hybrid Instruction (Paul and Erica put this together in some collaboration with Instructional technologists at Cañada and Skyline as well). Replaces former manual. Need to sign in with smccd credentials (not publicly available).
 - **TASK & GOAL** to have an assigned section to review over the next month and to then get into small groups at the next meeting to share notes and decide as a team what to do to move forward. Goal to then move to approve and get this out in December 2019.
 - Organized in modules and also by TOC
 - Welcome and Introduction: Every module has overview page with links to content pages within the module. Definitions regarding modes of content and delivery – being sorted out now and will continue to be sorted out by VPI and deans. Currently, webschedule definitions are what are in here. Whoever reviews this, please cross-check these definitions.

- Instructor Preparation and Development: District recommendations for online teaching (a lot of this had not been updated in awhile). We want to approve these items as a committee before moving forward. A lot aligns with sister colleges, particularly Skyline (has a lot of top-down policies from VPI of highly recommended policies). Min quals for teaching online among other things
- Instructor Training and Support: Includes CSM's new quality online teaching and Learning (QOTL) course (documentation in meeting minutes that budget lost for this currently). This course replaces the previous STOT training
- Course Development and Design: Intended to be for faculty member to understand how to start designing. Laws about course design. DE course approval through Curriculum Committee process (including sample language to be used). How to prep for first class; test practices for teaching online; digital syllabus template and workshop; regular and effective contact; accessibility; copyright; FERPA; DE course evaluation – this does not replace faculty handbook, but supplements. Tried to focus specifically on DE, but open to any critique and feedback to make it work best for CSM across all divisions.
- Course Design Rubric: OEI and Peralta Equity Rubric; also a request from VPI Mike to inquire if we think online courses should go through the OEI rubric before going online. Paul and Erica pulled out key components from OEI rubric, particularly interaction and ideas for how to do this; assessment ideas; equity (Peralta) – doesn't currently exist in OEI rubric
- Support Services and Resources: How to get assistance in developing online courses
- Glossary: Place to quickly familiarize yourself with terms and abbreviations
- Questions (T. Morris)-
 - Can there be a references / cited list all in one place
 - If this lives in Canvas, you won't have a non-changeable version to offer up – what will be the backup for this? Important to have an institutional year attached to any document. Suggestion: Can you have revised shells – version 2019, version 2020, etc.?
- Skyline was going to convert this to PDF every year as a big PDF
- GROUPS: 2 people per section read, edit, and make comments to bring to next meeting
 - Welcome and Introduction & Glossary: Lena
 - Course Development and Design: Teresa and Sue
 - Instructor Preparation: Jing and Shelly

- Course Design Rubric: Diana and Judy
- Support Services and Resources: Bryan, Ellie
- Agenda Items for Next Meeting

 None discussed

Next Meeting:

• Tuesday, November 5, 12:00 - 1:00 PM

Summary Prepared by Shelly Mullane on October 1, 2019