

## CSM Distance Education Advisory Committee (DEAC)

### Meeting Summary

Tuesday, November 5, 2019, 12:00 p.m. to 1:00 p.m., Center for Academic Excellence (18-206)

#### Members Present:

Gabriella Van Eijk (Student Representative), Sue Hwang An, Brian Besnyi, Lena Feinman, Paul Hankamp, Judy Lariviere, Teresa Morris, Michelle Mullane, Erica Reynolds, Chris Smith (ITS), Jing Wu

#### Action on Agenda:

Approved meeting agenda.

#### Action on Meeting Summary:

- Approved meeting summary for September 3, 2019.
- Approved meeting summary for October 1, 2019

#### Issues Discussed:

- Share-out from Committee Members
  - All present members agreed to move CSM DEAC as an Academic Senate subcommittee.
    - Check with AS about committee structure. Do we have to follow Robert's Rules?
  - DEAC Updates
    - Erica sent email to Arielle Smith requesting local AS to make a request district AS to bring back district DEAC
  - Math Science
    - Remote proctoring and IAS position for Fall Resource
    - Ok for Deans for face-to-face proctoring
  - ITS
    - Rolling out new version of OneLogin.
      - First prompts for username, then password
      - Allow for username recovery
    - Talking to AE Learning, put together some Canvas templates
  - DRC
    - Agree with moving CSM DEAC to Academic Senate Subcommittee
    - DRC meeting with Pearson accessibility team (Doug Hacker). Now, have some movement from Pearson
      - MyMathLab Webinar run on regular basis
      - How to copy accessible questions from MyMathLab to another

- Emphasizes the need to have Instructional Accessibility Specialist
      - Make sure you get the most recent release of e-textbook. May cost students more, but it will be more accessible
    - Sue asked if could a message could be sent to the Deans to share out with all faculty
  - Counseling
    - No Representatives or updates.
  - Language Arts/ESL
    - Announced about Pearson inaccessibility
    - Discussed need for on-campus support for all students for Canvas
  - Business/Technology
    - No Representatives or updates.
  - Creative Arts and Social Sciences
    - Plugged accessibility and proctorio
  - Library
    - No updates.
  - Kinesiology
    - No Representatives or updates.
  - Report from Student Representative
    - No updates.
- Faculty Handbook for Online and Hybrid Instruction
  - Edits and Feedback from committee members:
    - **Welcome and Introduction and Glossary (Lena and Gaby):**
      - All definitions should be clearly worded as best as possible
      - If possible, make our definitions as close to those used by Chancellor's office
    - **Instructor Preparation and Development (Jing and Shelly):**
      - Could more live links be added (OEI rubric)
      - Potential re-ordering of how things are listed
        - Start with description
        - Then training next
        - Follow with recommendations
        - Pedagogical, technical readiness
      - Question about expanding the content on accessibility
        - Prepare for training in accessibility
          - i. Link for accessibility resources for training
    - **Course Development and Design (Teresa and Sue):**
      - Lots of examples in this area
        - Digital template for syllabus (inspiration syllabus)
        - Welcome (inspiration examples)
      - Course Approval for New Hybrid or Online Courses
        - Correspondence Course link to Federal guide definition

- Faculty Training
  - Keep STOT? Perhaps, change to a recency question around training.
- Contact Section
  - Specify one student to student interaction that is going to be expected
- Regular and Effective Contact Recommendations
  - Collaborations
    - i. Include example or some kind of playground for teachers to play with
- Basics Accessibility
  - Change link for Universal Design for Learning from anything but Wikipedia
- **Course Design Rubric (Diana and Judy):**
  - Description - including Academic Senate of approval of OEI Rubric, including current date version
    - Link to canvas digital syllabus
  - Under Consideration for Adopting Materials - Accessibility
    - More information on how to support them
      - i. Maybe include Bryan's name at this point
    - ITS Request Form
  - Accessibility
    - Digital captioning and transcript
    - Modify language for accomodation
  - Equity
    - Looking at just SMCCCD for intro paragraph rather than all California Community Colleges
    - Link to the Equity Plan may have data specific to CSM
  - Faculty Considerations When Integrating Technology
    - Add - Can students using assistive technology access information?
- **Support Services and Resources (Bryan and Ellie):**
  - Help Desk Link
  - Link to Tutorials
  - Switch ConferZoom to SMCCCD Zoom
  - Break down as Tasks rather than Vendors
  - Not all information has to live in the handbook
  - Link to ITS Tutorial
    - SMCCCD Accessibility website  
(<https://accessibility.smccd.edu/>)

- Adding DRC to Student Resources
- When students need help, how do I refer them
  - Link to Faculty handbook
  - Talk to Deans
  
- Agenda Items for Next Meeting
  - None discussed

**Next Meeting:**

- Tuesday, December 3, 12:00 - 1:00 PM

**Summary Prepared by**

Erica Reynolds on November 5, 2019