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 to 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
          - 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 SMCCD 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