CSM Distance Education Advisory Committee (DEAC)

Meeting Summary

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

Members Present:

Gabriella Van Eijk (Student Representative), Brian Besnyi, Diana Bennett, Tarana Chapple, Lena Feinman, Paul Hankamp, Judy Lariviere, Erica Reynolds.

Action on Agenda:

Approved meeting agenda.

Action on Meeting Summary:

- Approved meeting summary for November 5, 2019.

Issues Discussed:

- Training Recency Requirement
  - The group members agreed that 3 years was a reasonable timeframe since technology is always changing as well as best practices around online learning.
    - We should look at what other colleges are doing. Not just our sister colleges.
  - Current online faculty members should complete 25 hours of re-training within the 3-year window.
    - Current AFT MOU already has verbiage around compensation for 25 hours of training.
  - A menu of vetted or recommended professional development options should be provided on the CSM website.
  - Separate requirements for pedagogy and technology (Canvas)
    - What areas of recency
      - Accessibility
      - Regular and Substantive Contact
      - Technology (outside of three-year requirement if needed immediately)
        - Examples:
          i. Zoom: how to use break-out sessions
          ii. Group quizzes online
  - Can this be folded into Faculty 3 year evaluation
    - Add online training if applicable section for faculty to complete

- CSM DEAC - Academic Senate Subcommittee Update
  - Erica provided an update on moving CSM DEAC to an Academic Senate subcommittee. Erica brought the change to Academic Senate on November 26th and there were no questions or opposition to the move. Academic Senate will likely vote on the change at the December 10th meeting if there is a quorum. Erica and Arielle will bring the change up to IPC on December 4th.
- Share-out from Committee Members
  - ASLT
    - Tarana said that the issue of needing additional DE resources was discussed at the Administrator's Council. The Deans had recommended adding a second DE Coordinator position.
    - Mike H suggests that we have one DE Coordinator with increased hours
    - Tarana wants to build a DE department and add another full-time position. In accordance with our current process and cycle, the additional position will be put forth in the Fall 2020 Program Review.
    - All Deans put forward the accessibility specialist from the Fall 2019 Resource Request. Cabinet will make final approval in the next few weeks.
  - DEAC Updates
    - District DEAC will have an initial meeting on December 6, 2019. Unfortunately, both Paul and Erica will not be able to attend. Erica has already spoken to her counterparts at Skyline and Canada about some of CSM's needs. They know about the ACCJC recommendation around Regular and Substantive contact.
    - The goal is to work toward resource equity. If the district wants to enter into the OEI exchange, how can this be accomplished when the staffing and resources are so different at each college.
  - Math Science
    - Maybe 3 years
    - What do other colleges require? Not just sister colleges
  - ITS
    - Bryan has taken a new position as Programmer Analyst but will still be helping out with web accessibility issues until the Web Accessibility Programmer position is filled.
  - DRC
    - No updates
  - Counseling
    - No Representatives or updates.
  - Language Arts/ESL
    - No Representatives or updates.
  - Business/Technology
    - No Representatives or updates.
  - Creative Arts and Social Sciences
    - No updates
  - Library
    - No Representatives or updates.
  - Kinesiology

- - ■ No Representatives or updates.
    - ○ Report from Student Representative
      - ■ No updates
- Faculty Handbook for Online and Hybrid Instruction
  - ○ The second draft is complete, 2019-2020.
  - ○ Judy asked to include the following information about the DRC under the Resources for Online Success page:
    - ■ The Disability Resource Center (DRC) provides academic adjustments and support services for students who have a verified disability to ensure equal access to education. Students who may benefit from permanent or temporary disability-related academic support services are encouraged to contact the DRC located in Building 10, Room 120, (650) 574-6438, or email to schedule an intake appointment. For more information visit the Disability Resource Center website online forms are available for your convenience.
  - ○ Approval pending Lena's and Gabi's edits.
- Flex Day Workshops
  - ○ There will be two Flex Day workshops on January 10th that should be of interest to DE faculty:
    - ■ Evaluating Constructive Feedback Post AB705 (Panel/Discussion)"
    - ■ "Canvas New Gradebook"
- DECT Grant for Spring 2020
  - ○ The DECT Grant for Spring 2020 is now open and available to the entire campus for online, hybrid, and face-to-face courses using Canvas. Please apply and share the link with your colleagues.
- Agenda Items for Next Meeting
  - ○ OEI Rubric Recommendation
    - ■ How can it be used as a tool at CSM to support quality online courses?`
    - ■ Self-Assessment Tool
    - ■ Checklist for Deans before assigning courses
    - ■ Other ideas?
  - ○ The original rubric was approved by local senates and district senates
  - ○ At the district level, we are going to join the OEI
    - ■ Then must train all of our instructors online

Next Meeting:
- TBD - Erica will create and send out Doodle poll for the Spring 2020 meeting dates

Summary Prepared by
Erica Reynolds on December 3, 2019