CSM Distance Education Advisory Committee (DEAC)

Meeting Summary

Tuesday, February 4, 2020, 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, Tarana Chapple, Kamran Eftekhari, Lena Feinman, Judy Lariviere, Joe Mangan, Teresa Morris, Michelle Mullane, Carol Newkirk-Sakaguchi, Chris Smith (ITS), Victor Quintanilla, Erica Reynolds, Elnora Tayag, Jing Wu, Lale Yurtseven

Action on Agenda:

Approved meeting agenda.

Action on Meeting Summary:

- Approved meeting summary for December 3, 2019.

Issues Discussed:

- **CSM DEAC - Academic Senate Subcommittee Update**
    - AS approved the new reporting structure on December 10th, so CSM DEAC is now officially a sub-committee of the Academic Senate. We do not have to follow Brown Act or Robert's Rules, but we will likely need to review the voting structure when we approve items.
    - Looking at the Curriculum Committee as a model, most likely the voting members will include the faculty DE Coordinator, faculty representatives from each division, and the ASCSM student representative only. Erica will check with Arielle Smith to confirm.
- **Share-out from Committee Members**
    - ACCJC DE Compliance Recommendation
        - Compliance Requirements The Commission also determined that the College must demonstrate compliance with the following Standards, as identified in the College recommendations. This demonstration must be addressed in the required Follow-Up Report.
            - Policy on Distance Education and Correspondence Education; Standard 11.A.2 (College Requirement 1): In order to meet the standard, the Commission requires that the college establish a policy defining regular and substantive instructor-initiated contact with students for Distance Education courses. The Commission requires that the college provide professional development opportunities for faculty to ensure Distance Education courses include regular and substantive instructor-student interaction.

- - In accordance with federal regulations, compliance requirements must be addressed and the institution must demonstrate that it aligns with Standards within two years.
  - Lena asked is it just instructor-initiated contact or all three types of interaction.
  - ASLT/CSM DE Updates
    - The DE Coordinator position has been announced and posted. The position has been increased to .4 FTE and the application is due this Friday, February 7th.
    - TechConnect is offering [Playposit](#) free to California Community Colleges.
    - [Register for the free Playposit webinar](#) on Friday, February 21st at Noon to learn more.
      - Chris (ITS) is looking into a live and closed captioning solution for the district that supports DECT Grant funding as well. Finding a solution that will support live and closed captioning for both instructional and non-instructional use may be a factor in deciding whether or not to use Playposit as a solution.
  - DEAC Updates
    - DEAC met on January 27th. The next meeting is February 24 from 2:00 PM to 3:30 PM by Zoom. Looking for a faculty representative until we get a new DE Coordinator.
    - CVC-OEI Consortium: Round #3 Recruitment
      - Will be included in [CVC Course Finder](#)
      - Does not include licenses to Proctorio anymore. If it is not included, then we should look at online proctoring solutions that best meet the needs of our faculty and students.
        - Online proctoring is not a substitute for a proctor. Instructors will still need to go back and review videos for possible misconduct.
        - A vendor demonstration or proctoring discussion is possibly in the works for the March 27th district-wide Flex Day.
  - Math Science
    - No updates
  - ITS
    - Changes made to OneLogin on Friday, January 31st may be affecting Canvas login for students. Students only login with "username" (everything before @my.smccd.edu). The changes to OneLogin were made in anticipation of using OneLogin (SSO) for WebSMART. Now the recovery email address will be their personal email.
    - If a student needs to update their email, then they should submit a Help ticket and ITS and can update email in Banner.
    - Sue recommended that an email is sent out to Deans. Chris (ITS) will draft up a message for Tarana to send out to the Dean's Council.
    - Changes on the backend were made by ITS over the weekend to reduce login errors and support documentation and the Canvas login page were updated on Saturday, February 1st.
    - Faculty and staff is not affected by change

- - - Chris is looking into having a primary and secondary email on OneLogin to further reduce issues.
    - ○ DRC/Counseling
      - ■ No updates.
    - ○ Language Arts/ESL
      - ■ No updates.
    - ○ Business/Technology
      - ■ Still having discussion about proctored exams at least for the final exam. Since there is no online, proctoring solution, they are discussing having students come to campus to take the final exam. If a student is not local, then they can go to another institution or local proctoring site.
    - ○ Creative Arts and Social Sciences
      - ■ No Representatives or updates.
    - ○ Library
      - ■ OneSearch went live on December 20th. It needs some tweaks but it is live.
    - ○ Kinesiology
      - ■ No Representatives or updates.
    - ○ Report from Student Representative
      - ■ No updates.
- **Draft Policy on Regular and Substantive Contact**
  - ○ Discussion on how to define substantive contact
  - ○ How often and in what manner?
  - ○ [Regular and Substantive Contact Policy Comparison Table](#)
  - ○ The committee members looked at the comparison table and liked the idea of offering a combination of options similar to Pierce College. They noted some of the following modifications may need to be made if CSM were to adopt a similar policy:
    - ■ Increase contact to twice a week, instructor-initiated contact through a combination of options.
    - ■ Remove options and/or combinations that don't meet the definition of "regular and substantive." Substantive means that the interaction should be thorough, academic, and individualized. For example, a combination of announcements and email may not meet the definition if the content is not academic or individualized.
    - ■ Differentiate between Announcement types: Operational vs. Academic
    - ■ Specify Feedback: Group vs. Individualized
      - ● Announcements and/or Discussions can be used to provide feedback/support for subsets of students for differentiated learning
- **[Draft Attendance Policy](#)**
  - ○ A number of policies came up for review at the college including the Attendance Policy. A need to have a clear policy and consistent process for the benefit of

both students and instructors became apparent. The policy also did not cover distance education courses. Below is the language from the proposed policy:

- Appeal process for Online Courses
    - A student dropped from any class for nonattendance may appeal in writing to the Division Dean within five college calendar days of such a drop if the student thinks the absences should be excused, and reinstatement in class can be justified. Students may remain in class while their appeal is being reviewed.
    - For online classes, the instructor will post a notification to the student account and email to allow the student access to the course for the following 5 days and outlining the appeal process. The instructor will also complete a data download of the student work prior to dropping any student that they will save for . If a student is dropped and wishes to appeal, the instructor must work with the Dean and Admissions and Records to immediately re-enroll the student in the course during the appeal process in order to ensure continued access to course content and previous work.
    - A recommendation regarding the appeal will be forwarded to the instructor. If the instructor disagrees with the recommendation, then they will request an additional review by the VPI and 2 faculty representatives (one from Academic Senate and one from AFT) within 2 business days. If the recommendation of the Division Dean/VPI is for the student to be reinstated into class, the professor will work with the student in good faith to complete the course.
- Attendance Regulations for Distance Education Courses:
    - Participation is essential to student success in distance education courses. In distance education courses, students are required to participate just as if they were in a face-to-face course. Every instructor will outline participation requirements in their syllabus, but generally, this means that in order to get full credit for participation, students will have to complete discussion assignments, lesson assignments and quizzes on a timely basis. Consistent failure to participate in class will result in lower grades and being dropped from the course at the instructor's discretion.

- **Flex Day Workshops**
    - March 5
        - Canvas Drop-In
        - Using Zoom with Your Online Courses by Lale Yurtseven

- ○ March 27
  - ■ Humanizing Your Online Course
  - ■ Tentative: Online Proctoring Solutions Discussion
- **Agenda Items for Next Meeting**
  - ○ Continue discussion on quantitative and qualitative measures for Regular and Substantive Contact Policy.

Next Meeting:

- Tuesday, March 3, 2020 from Noon to 1:00 PM in 18-206

Summary Prepared by
Erica Reynolds on February 3, 2020