

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, Lena Feinman, Judy Lariviere, Teresa Morris, Carol Newkirk-Sakaguchi, Erica Reynolds, Liz Schuler,

Action on Agenda:

Approved meeting agenda.

Action on Meeting Summary:

- Approved meeting summary for December 3, 2019.

Issues Discussed:

- **Covid-19 and Impact on**
- **Share-out from Committee Members**
 - ACCJC DE Compliance Recommendation
 - In response to Lena's question last meeting, the ACCJC recommendation stated that we had to have a policy for instructor-initiated contact only.
 - In Spring 2019, [Title 5](#) was amended to include the phrase "among students" to require student-student interaction in addition to instructor-student interaction.
 - Compliance Timeline
 - Peer Review from the chair and one or two team members of the same reviewing team would happen in April 2021 if we submit in March. The visit is virtual. The team would review the Fall 2020 shells for compliance.
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 - ASLT/CSM DE Updates
 - Tarana is working with HR to find a detail position to backfill Erica while she is out.
 - There was faculty feedback about confusion for some details around the DE Coordinator position. A revised job description and announcement will go out for a second round to clarify the job duties and support and start time.
 - DEAC Updates

- DEAC met on February, February 24th. The next meeting is March 23rd 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
 - The District wants to move forward with applying to join round #3 of the CVC-OEI Consortium. Next steps include:
 - Passing an Academic Senate pass a resolution or affirmation in support of our college's participation in the CVC-OEI Consortium.
 - Complete the [CVC-OEI Consortium Self-Assessment](#)
 - Math Science
 - Lena will try to attend the March 27th Flex Day workshop on online proctoring.
 - ITS
 - No Representatives or updates.
 - DRC/Counseling
 - No updates.
 - Language Arts/ESL
 - No updates.
 - Business/Technology
 - No updates.
 - Creative Arts and Social Sciences
 - No Representatives or updates.
 - Library
 - No Updates
 - Kinesiology
 - No Representatives or updates.
 - Report from Student Representative
 - No updates.
 - Center for Academic Excellence (CAE)/Professional Development
 - Should be a process where we can Zoom workshops for faculty and staff who can't attend
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- **Draft Policy on Regular and Substantive Contact**
 - Discussion on how to define substantive contact. How often and in what manner?
 - The committee members recommended the following changes:
 - Include a section for terminology that includes a definition of regular and substantive contact.
 - Differentiate between regular types of contact and substantive types of contact.
 - Rather than requiring regular and substantive contact twice a week, the requirement should be one regular contact per week

and one substantive contact per week for a total of two interactions.

- Include a requirement for an instructor to include one method of contact where student inquiries will receive a response within 24-48 hours.
- Provide some sample language about regular and substantive contact that could be included in the syllabus.
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- **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**
 - Vote on Regular and Substantive Contact Policy with added measures for regular and substantive contact.

Next Meeting:

- Tuesday, April 7, 2020 from Noon to 1:00 PM in 18-206

Summary Prepared by

Erica Reynolds on March 3, 2020