CSM Distance Education Advisory Committee (DEAC)

Meeting Summary

Wednesday, September 2, 2020, 12:00 p.m. to 1:00 p.m., [Zoom Meeting](#) Usual Location: Center for Academic Excellence (18-206)

Members Present:

Jing Wu, Carol Newkirk-Sakaguchi, Bryan Besnyi, Dianna Bennett, Lilya Vorobey, Ron Andrade, Judy Lariviere, Teresa Morris, Lena Feinman, Dianna Bennett, Lilya Vorobey, Michelle Mullane, Christopher Smith, Tarana Chapple, Andrianna Pellini (student rep)

Action on Agenda:

Approved meeting agenda.

Issues Discussed:
- Introductions and Confirm Committee Membership
- Review and Approve [CSM DEAC Committee Goals](#)
  - Approved
  - Review [CSM DEAC Reporting and Feedback Loop](#)
- Share-out from Committee Members (Please share division feedback about DE trainings)
  - DEAC Updates
    - Tarana- moving forward with OEI process
    - Reg and Substantive contact training (5 hr)- is going wonderful
  - Math Science
    - Lena- All instructors have gone through DE trainings (QOTL and Reg and Substantive Contact) and are implemented the learnings in their courses
  - ITS
    - Chris- A lot of requests to install LTIs into Canvas, faculty should be redirect to ITS tech form to ensure it meets FERPA and ADA compliance
    - ITS training thursdays to support faculty/staff, send ideas and suggestions to Chris and/or Bryan on training topics
    - New: Pronto- similar to slack integrated into Canvas, faculty would be able to create channels and can have conversations in Canvas
    - New: Video management service- lecture capture integrated into Canvas- likely that the recommendation will be Panopto- has to be approved but likely it will be rolled out this fall
    - Bryan (accessibility program) got a promotion, Soe is in to back fill the position

- ○ DRC
  - ■ Carol- Supporting DRC students in distance ed, captioning has been challenging
- ○ Counseling
  - ■ Judy- Counselors meeting with students via zoom and phone, will check in with counselors to see how the 5 hr training is going
- ○ Language Arts/ESL
  - ■ Jing Wu- Discussion about video captioning, very time consuming to caption videos and would like to get funding support from college or district
- ○ Business/Technology
  - ■ Lilya- very focused on transitioning online, challenging to teach a hands on course on Canvas
  - ■ Has not heard any complaints about the DE trainings as of yet
- ○ Creative Arts and Social Sciences
  - ■ Michelle- a lot of faculty have gone through DE trainings (Reg and Sub and QOTL) and are collaborating
  - ■ Upcoming meeting this month
- ○ Library
  - ■ Approving 1:1 scheduling for meetings with student
  - ■ Most librarians have completed DE trainings (QOTL and Reg and Sub)
  - ■ Only one course has started
  - ■ Increasing resources to students
- ○ Kinesiology
  - ■ No rep present
- ○ Report from Student Representative
  - ■ Andrianna- Student senate trying to reach out to various people on campus to understand how to best support students and trying to identify biggest areas for support.
  - ■ Met with VPAS brought up WiFi in parking lot and parking passes would not be required, was helpful to see some of the new initiatives to be implemented to support students
- ○ ASLT
  - ■ Ron- most faculty have finished QOTL and Reg and Sub
  - ■ Online Peer tutors have started 09/01
  - ■ Challenges is how to accurately capture who is getting tutoring and who needs a tutor
  - ■ Hot spots- library is ordering hot spots (50-100) and Ellie will be providing details on how students can access them
- Fall 2020 Resource Requests
  - ○ Tarana- Deadline for submission for resource request- October 2nd
  - ○ Process: Dean will be communicating with Faculty
    - ■ Get requests in by September 30
  - ○ Teresa - proctoring software- campus wide not individual division to purchase- must go through standard ITS approval process

- ○ Tarana- proctoring software would be outside of the resource request approval but can be included in division need
- ○ Lena- proctorio still available? Chris- to his knowledge yes through the end of December but no guarantees for spring, has requested that Procotorio send use for district to see the need/use
- ○ Chris- Labster- ending at the end of the year- asked faculty if it is being used- Lena said she believes that it is being used
- ○ DECT grant- confusion, going to connect with Arielle to clear up language and communicate with faculty
- ○ What is required of them to be in compliance vs. what are the eligibility requirements for the DECT grant- what other resources are available to support
- ○ Chris- guidance- provide to support vendor
  - ■ Video management system should take care of captioning needs will be helpful
- ○ Lena- if it is required to caption to videos then the college should provide resources
- ○ Carol- Do we need to know how long before the roll out of the video software integrated into Canvas? Pilot group- this fall, and full rollout this spring
- ○ DECT grant wa overloaded
- ○ Carol- faculty want to do the right thing and be accessible but there is a gap of resources and knowledge of how to caption
- ○ Verbit is a good resource, Liz used for Flex Day
- Agenda Items for Next Meeting
  - ○ Topics for Spring Flex Days
  - ○ Quality Online Teaching and Learning
  - ○ Faculty Handbook for Online and Hybrid Instruction
  - ○ Updated USDE Guidance for Distance Education and Innovation
  - ○ CSM DEAC Objectives for 2020–2021

Next Meeting:
- Wednesday, October 7, 12:00 – 1:00 PM
- Please complete the ID Needs Assessment Survey

Summary Prepared by
Marisol Quevedo & Tabia Lee on September 2, 2020