CSM Distance Education Advisory Committee (DEAC)

Meeting Notes/Summary

Wednesday, October 7, 2020, 12:00 p.m. to 1:00 p.m., Zoom Meeting Usual Location: Center for Academic Excellence (18-206)

Members Present:

Ron Andrade, Elizabeth Schuler, Diana Bennett, Lilya Vorobey, Teresa Morris, Carol Newkirk-Sakaguchi, Elnora Tayag, Tarana Chapple, Robbie Badden, Paul Hankamp, Lena Feinman, Chris Smith, Lia Thomas, Bryan Besnyi, Judy Lariviere, Michelle Mullane, Jing Wu, Lale Yurtseven,

Members not Present: Arielle Smith, Andrianna Pellini (student rep)

Action on Agenda:
Approved meeting agenda. Diana Motion to Approve, Ron Seconded

Issues Discussed:

- 2. Share-out from Committee Members
  - DEAC Updates
    - Lee and Nick Demello presented about Active Learning LTIs (H5P, Kami), Portfolium Discussion (Skyline pays $40,000 per year),
  - Math Science
    - Discussed the importance of using Proctorio and all Science faculty want to use Labster. Contact Yelena Feinman for information
  - ITS
    - Panopto Update: Moving forward with projected soft launch late-October or early November, awaiting final quote from the vendor. Chris will be conducting 15-minute Panopto demos for Divisions. Pronto roll-out has gone well; Pronto will do on-demand training sessions. Marisol will schedule a training with the Pronto rep soon. Accessibility Task Force is being reformed; seeking representation from all Instructional Technologists and DRCs. Contact Christopher Smith for information.
  - DRC
    - Challenges this semester and every semester in terms of students accessing alt-media for their textbooks. Can we encourage faculty to adopt through VitalSource so that students can more easily access it? Lee will follow up with Judy Lariviere to collaborate on a resource for faculty to use to guide them in accessible textbook adoption for the Spring.

- ○ Counseling
  - ■ Lee met with counseling department
- ○ Language Arts/ESL
  - ■ No updates. Tomorrow is division meeting
- ○ Business/Technology
  - ■ No updates. Last courses put in for DE supplement.
- ○ Creative Arts and Social Sciences
  - ■ Some concerns about Distance Ed Review.
- ○ Library
  - ■ In discussion with District libraries about the role of libraries in Panopto copyright review. Library is looking at library LTIs.
- ○ Kinesiology
  - ■ Rep not available
- ○ Report from Student Representative
  - ■ Rep not available
- ○ ASLT
  - ■ Looking at ways to improve single sign-on
- 3. Topics for Spring Flex Day
  - ■ Christopher Smith would like to make a cross-campus presentation on Vision Resource Center (it can be accessed with single sign-on) for a future Flex Day.
  - ■ Pronto and Panopto would be great Flex Day topics or other training opportunities
  - ■ Request for Proctorio training
  - ■ Equity impact on our students for technological tools; Designing with UDL Guidelines at the forefront
  - ■ Considerations for adjunct equity; adjunct faculty do not have the technological tools available to them to be able to best serve students - software and hardware
  - ■ Raise awareness about technology resources available for students
  - ■ Marisol will follow up to form technological tools working group for spring flex days.
- 4. Updates about QOTL Training
  - ■
- 5. CSM Regular and Substantive Contact Course Review Checklist
  - ■ Lee- developed in response to ACCJC spring visit, adapted from the OEI and Peralta Equity Rubric criteria also added recommendations of how to make these courses aligned or areas visible with the criteria
    - ● Both were designed to be LMS agnostic- designed for multiple types of LMS
    - ● Can they be done in ways that are not recommended? Of course, and we'd love to see it! We like to see diverse styles of engaging in Regular and Substantive contact
  - ■ Paul Hankamp- "I started using the checklist in my current classes. It was a fun exercise and I added some stuff"
  - ■ Academic Senate president, Arielle Smith, sent out only to the faculty

that will be reviewed, not all faculty received the email
- ■ Suggestion: provide information to deans, and they can share out to all faculty, not just for DE coded faculty- all faculty could adopt and update their courses with the rubric
- ■ Judy and Michelle - Thanked Lee for developing this tool and helping us know more ways to make contact visible in Canvas.
- ■ Judy- share with faculty because students are having a challenging time in some classes with regular and substantive contact
- ■ Lena- we can make our courses more accessible now - this tool should be available to all faculty for their courses.
- ■ Shelly Mullane- concerns for her division-
  - ● What are we facing in terms of accreditation? The understanding is that they are only looking at policy
  - ● A concern about permissions to come into the classroom
    - ○ Faculty concerned not knowing who is coming into the class at the local level
- ■ Teresa Morris- ACCJC visiting team has a procedure of what they do- will be looking at the minimum 10% of course, and is random, we don't get to pick. This is done at every school not just done at CSM
- ■ Lale- concern- "why is the dean receiving a copy of the rubric" - Explained that this was a Cabinet-level directive
- ● 6. [Updated USDE Guidance for Distance Education and Innovation](#)
  - ■ Technical Difficulties began with meeting access; many of the committee members were no longer able/had spotty access to the Zoom room.
- ● 7. Form Policy Working Group [Complete Doodle Poll](#)
  - ■ **Purpose:** To update regular and substantive policy and provide policy guidance and recommendations to the DEAC Committee.
  - ■ Time Commitments:
    - ● 1-hour initial meeting
    - ● Asynchronous contributions to Google Doc between first and initial meeting
    - ● 1-hour final review meeting (for Reg and Substantive policy revisions)
    - ● Quarterly meetings to be established after updates to the Regular and Substantive Policy
  - ■ Link to sign up sent out to members via email; Lee will facilitate this working group.
- ● 8. Feedback from recent DE trainings (e.g., Regular and Substantive and QOTL)
  - ■ Links sent out to members via email
- ● 9. Form DE Training Listening Group [Complete Doodle Poll](#)
  - ■ **Purpose:** To review feedback about DE trainings and provide training recommendations to the DEAC Committee.
  - ■ Time Commitment:
    - ● 1-hour monthly meetings
  - ■ Links sent out to members via email; Lee will facilitate this working group.

- 10. Agenda Items for Next Meeting
    - Report from Policy Working Group
    - Report from DE Training Listening Group

11. Next Meeting:

- Wednesday, November 4, 12:00 – 1:00 PM

Summary Prepared by:

Marisol Quevedo & Tabia Lee on 10/07/20