

CSM Distance Education Advisory Committee (DEAC)

Meeting Notes/Summary

Tuesday, November 10, 2020, 12:00 pm to 1:00 pm, [Zoom Meeting](#) Usual Location: Center for Academic Excellence (18-206) [Meeting Slides](#)

Members Present:

Ron Andrade, Elizabeth Schuler, Diana Bennett,, Teresa Morris, Carol Newkirk-Sakaguchi, Lena Feinman, Chris Smith, Lia Thomas, Soe Hlaing, Judy Lariviere, Michelle Mullane, Andrianna Pellini (student rep), Lena Feinman, Terea Morris, Erica Reynolds, Tabia Lee, Marisol Quevedo

Members Absent: Lilya Vorobey, Elnora Tayag, Tarana Chapple, Robbie Badden, Paul Hankamp, Arielle Smith, Jing Wu

1. Action on Minutes and Agenda:

Approved meeting agenda, September Minutes and October Minutes.

Issues Discussed:

- 2. Share-out from Committee Members
 - DEAC Updates
 - TLee- QOTL 2.0 focus of recent discussions, Panopto updates, Online class observations form- DEAC to review and update, Accessibility Taskforce- information to be shared
 - Math Science
 - LFeinman- Workshop on Pronto in division meeting, DECT grant updates pending via PHankamp
 - ITS
 - CSmith (ITS)- Panopto contract signed for use, requisition is waiting to be approved and once it is approved implementation phase will begin, Pronto- discussion to be sure we evangelize these tools to ensure buy-in, Flex Day session led by vendor, Panopto- video management tool, Pronto- group chat tool integrated into Canvas, available for every course, instructors need to “opt in” and enable for their course
 - DRC
 - JLaiviere- Meeting with Chris, Judy and Lee to discuss textbooks that are open resource and finding publishers that are more accessible, will share more in December DEAC meeting

- CSmith- working to make publishers aware of the inaccessibility of their products, has been successful interacting with vendors and have been receptive about feedback about accessibility
 - JLaiviere- Bookstore is missing in conversations at DEAC or textbook accessibility because of inclusive access books and there is not consistent use of accessible publishers/vendors
 - LThomas- Library can offer support with OER resources
 - Counseling
 - JLaiviere- Nothing to report
 - Language Arts/ESL
 - No rep
 - Business/Technology
 - No rep
 - Creative Arts and Social Sciences
 - MMullane- updates on meeting for Regular and Substantive policy to be shared later in agenda
 - Library
 - LThomas- ASLT meeting on monday to get more feedback on Regular and Substantive Contact training
 - Kinesiology
 - No rep
 - Report from Student Representative
 - APellini- Student senate meeting discussed wi-fi on campus- major concern is that students that do need access to the free wi-fi at CSM campus do not have cars to access this resource
 - CSmith- is on a weekly standing meeting regarding the parking lot wi-fi and will connect with Fauzi about incorporating student voice
 - ASLT
 - RAndrade- student support for students having trouble navigating Canvas, faculty spending lots of time helping students navigate Canvas, the access from deans- Can tutors help with this need? Ron will work to put together a process so that this possible
 - EReynolds- Instructional Technologists can support as well
 - RAndrade- will connect with E.Reynolds when ready for support
- 3. Discussion about Chancellor's Office Guidance about [Online Class Cameras-On Requirements](#) and [Real-time Captioning](#)
 - TLee- good to look at and make sure to be aware of changes and updates
- 4. [ACCJC Follow-Up Report](#) Approval
 - Report Preparations
 - "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."
 - Pandemic in March 2020

- The 5-hour online course, which initially was intended for our faculty who teach online and hybrid sections, was mandated for all faculty.
- Review of timeline for ACCJC Follow-up report
 - EReynolds- review and vote for approval at today's meeting to move forward to other committees for review and approval
- Response to Recommendation (Compliance)
 - Policies and Practices
 - Policy development timeline
 - Compliance Check
 - Course Review
 - Professional Development
 - 5 Hour Training
 - Flex Days
 - RASCAL Theme
 - Communication
 - Division Mtgs, Committees, Emails, Website
 - Curriculum
 - Updated Form in CurricUNET
- MMullane- referring to timeline- some of the dates are out of order- was this intentional? EReynolds will check in and follow-up
- LThomas- link to e.15 link refers to the Regular and Substantive policy but does not link to the policy, discrepancy in partially and fully online class and requirements for meeting regular and substantive contact
- EReynolds will check for all items brought forward by MMullane and LThomas and follow up
- LThomas- made a motion to approve
- EReynolds- was approved
- 5. Report from October Flex Day Sessions- TLee
 - RASCAL Dialogue #1
 - Focus was on using TISL Heart Method for Empathy-Building around Student Camera Use
 - Check out the [Digital Cookie](#) from the session!
 - Was a great session
- 6. Report from Policy Working Group ([Draft: Revised Regular and Substantive Contact Policy](#))
 - We started editing the CSM Regular and Substantive Contact Policy and will update Faculty DE Handbook after the policy is approved by Academic Senate
 - Please share the [revised policy draft](#) with your Divisions for feedback and forward it to Lee by November 16
 - Finalized Policy will be submitted to DEAC for approval to forward to Academic Senate in December

- TLee- shared revised policy draft and all DEAC representatives will be taking the new draft to division meetings for feedback, finalizing draft by 11/16 for DEAC approval in December meeting
- 7. Report from DE Training Listening Group
 - We have started to look at feedback forwarded to us by Arielle
 - Lena created a [DE Training Form](#) to collect ongoing feedback that will be distributed to DEAC and Academic Senate.
 - TLee and RAndrade are the participants
 - TLee- looking at feedback from the summer training from Academic Senate President ASmith, listening group is reviewing feedback and drafting email responses, as they see patterns and trends they are gathering that data to share out in DEAC meetings, is a vehicle for listening colleagues and honoring their comments
 - RAndrade- a trend/theme has been some misunderstandings on process or policy so it is important to respond and clarify when needed
 - LFeinman- humanizing approach to responding to faculty concerns
- 8. Report from Tech Tools for Spring Flex Days Working Group- EReynolds
 - All Faculty- January Flex Day
 - LSchuler- How to manage work from home environment
 - PDA- District Professional Development will support
 - EReynolds- Faculty Showcase on Best Practices to Integrate Multiple Technologies, will connect with sister colleges to see if they have resources, or format to model for Flex Day presentation
 - EReynolds- New Quizzes Next in Canvas high priority to share updates on how this will impact faculty
 - DE Drop-In Hours (Day 1)
 - Early Adopters/ITS- EReynolds
 - Panopto- vendor training for pilot group
 - Pronto- targeted for pilot group “early adopters”
 - LFeinman- faculty are concerned about classic quizzes and the new quizzes next update
 - EReynolds- faculty will need to migrate classic quizzes to the new quizzes next format
- 9. Agenda Items for Next Meeting
 - Report from Policy Working Group
 - DEAC Approval of updated CSM Regular and Substantive Contact Policy to forward on to Academic Senate for final approval
 - Report from DE Training Listening Group
 - Report from Tech Tools for Spring Flex Days Working Group
 - Panopto Implementation Update
 - Concerns about Proctored Exams and Student Privacy (requested by

Robbie Baden)

- ID Needs Assessment Survey Report

10. Next Meeting:

- Wednesday, February 3, 12:00 – 1:00 PM

Summary Prepared by:

Tabia Lee, Marisol Quevedo and Erica Reynolds **on 11/10/20**