CSM Distance Education Advisory Committee (DEAC)

Meeting Notes/Summary

Wednesday, February 3, 2021, 12:00 p.m. to 1:00 p.m., Zoom Meeting Usual Location: Center for Academic Excellence (18-206) Meeting Slides

Members Present:

Ron Andrade, Elizabeth Schuler, Diana Bennett, Lilya Vorobey, Teresa Morris, Carol Newkirk-Sakaguchi, Paul Hankamp, Lena Feinman, Chris Smith (ITS), Lia Thomas, Judy Lariviere, Michelle Mullane, Lale Yurtseven, Andrianna Pellini (student rep)

Members Absent: Elnora Tayag, Tarana Chapple, Robbie Badden, Arielle Smith, Fauzi, Hamadeh, Bryan Besnyi, Jing Wu

1. **Action on Minutes and Agenda:**
   Approved meeting agenda.

Issues Discussed:

- 2. Share-out from Committee Members
  - DEAC Updates
    - Lee: Have not meet in the new year, but work (planning and development) continues with Instructional Technologists and Designers on QOTL 2.0
  - Math Science
    - Lena: Instructors are using Panopto, attending trainings and webinars, division is helping learning center, peer tutors with supporting students on Canvas use
    - Paul: Division instructor volunteers have found that there were no students taking advantage of the Canvas peer tutor resource
    - Ron: 10-12 students dropped in to the Canvas peer support hours
  - ITS
    - Chris: Panopto has been very popular and a high demand from instructors, from start of semester to now, there are 1,800 videos from faculty, is not as stable as it will be, currently working through the issues/bugs instructors are bringing forward
    - Accessibility taskforce: will be meeting and a goal would be to identify free or accessible resources for accessibility in the classroom, to develop guidance and policy across the district

- - - Working group focused on faculty hub/website similar to the virtual campus for centralized resources and support for faculty, has a goal to share the website at the next DEAC meeting
  - ○ DRC
    - ■ Carol: new feature in Zoom that supports students with notetakers, DRC team created a brief [video on enabling Live transcripts](#) that will go out to all faculty that work with students that have accommodations
    - ■ Chris: will work with Victor to add to district website for resources for faculty
    - ■ Judy: Pearson has been very inaccessible and challenging to connect with. Currently working with Laura (bookstore manager) and have found that Redshelf, or VitalSource, is a better resource and more accessible. Support for students with Canvas, students have multiple courses with different layouts, so accessible inclusive access textbooks are challenging. Having to have extensive one-on-one meetings with students to support them navigating the course shells to find the course textbooks since each course shell has a different set-up.
  - ○ Counseling
    - ■ Nothing to report
  - ○ Language Arts/ESL
    - ■ Liz: LAD had a combined division meeting with ASLT
    - ■ Liz: districtwide Flex Days, ongoing conversations on how to improve the districtwide virtual flex days, Next flex day: April 22nd
  - ○ Business/Technology
    - ■ Lale: things are going well, nothing to report other than that
  - ○ Creative Arts and Social Sciences
    - ■ Michelle: nothing to report at this time
  - ○ Library
    - ■ Lia: continued online reference and instruction support being offered and curbside services are continuing
  - ○ Kinesiology
    - ■ No reps present
    - ■ One is needed, Lee has tried to connect with Dean and Division Assistant since September '20 and there has been no response
  - ○ Report from Student Representative
    - ■ Andrianna: Interim Dean of Enrollment Services has met with student senate and shared how students can update their preferred pronouns. Student senate would like support on how to spread the word to all students
    - ■ Paul: has shown students and shared with staff how to update pronouns and has seen increased use of this feature
  - ○ ASLT
    - ■ Liz: gave update with LAD since it was a joint division meeting
- ● 3. Updates from ACCJC based on new DE Federal Regulations
  - ■ Lee: New federal definitions of regular and substantive interaction, focus on equity, has not explicitly adopted a framework but has expressed a focus on equity

- 4. Updates about Spring 2021 ACCJC Course Reviews
  - Erica: 166 DE courses reviewed
  - Last week there was a board presentation and waiting to hear if the board approves the ACCJC Follow-Up report.
- 5. Updates about Spring 2021 QOTL Training- Erica
  - Feb 1- cohort has started, 15 participants
  - April 5- only 6 people have registered, please register if you'd like to participate
  - Summer 21 dates- TBD- will be announced once dates are confirmed
- 6. CVC-OEI Self-Study Update: Initial Report - Lee
  - Initial reports of the group were provided to IPC and Academic senate in January 2021; there seems to be a goodness of fit and support for us joining the CVC-OEI
  - Next meeting of the group is February 4, 2021. We will be finalizing the self-study and move along the shared governance process for approval. Draft of resolution in support of joining CVC-OEI will be forwarded to DEAC in December and then onward to Senate for revisions/consideration
- 7. Panopto Implementation Update- Erica
  - Panopto is enabled for all courses
  - If you have your Zoom recordings saved to the cloud, your videos will automatically be saved in the Panopto folder
  - Vendor has 2 training webinars and drop in hours in February
  - Instructional Technologists will be planning division roadshows
  - Ongoing training opportunities will be sent out to campus
- 8. Guidance from DAS Taskforce: Student Cameras
  - Lee: Summary from DAS Guidance - Cameras cannot be required from instructors to students and we must revisit how we proctor exams
  - Lena and Chris Walker: concerns about the guidance and its implications, planning to meet with academic senate, waiting to schedule a meeting date
- 9. Concerns about Proctored Exams and Student Privacy Discussion (requested by Robbie Baden)
  - Erica: opening up 10 minute discussion
  - Lale: has used Proctorio since it was made available, most common issue is students not having access to a webcam (at least one per semester), students are starting to get more comfortable with using proctorio. Has found that lockdown browser is also available, 4-year colleges are also using proctoring software so if we do not require it, we are not preparing students for transfer
  - Lena: Understands the feedback and equity issues with having students use Proctorio is a huge problem that should be addressed at the district level. There is no way to ensure that the student is actually the student enrolled in the course and is also taking the exam/quiz/assessment. The concern is about ensuring students have the knowledge and competency to advance to the next course and be successful, if not, it impacts the

entire classroom. Would like to see increased use of proctoring centers, feels that so much of the work and coordination is left for the faculty to do. Not having a proctoring software can lead to students cheating, faculty have to handle this matter delicately so they do not get in trouble or get sued. When student says they are not comfortable using Proctorio, tries to accommodate student, and almost always the students will find a way to borrow a laptop, or camera to take the quiz

- Lale: the privacy issue isn't about what the instructors are seeing but rather what data Proctorio has and has a right too
- Lee: would like to hear from more student voices about how they are impacted by proctorio, if these softwares target marginalized students and students of color then we should be looking to find other solutions
- Andrianna: has been part of some conversations with other students in clubs in classes, has used Proctorio and didn't find many issues with it but understands that many students are unsure of what would get them in trouble if they make a movement or have people in the background for noises and sounds
- Liz: Understands the issues with Proctorio and other proctoring software, many of our students do not have a dedicated space for just school, many students have valuables in their backgrounds
- Carol: In DSPS Proctorio has a bad reputation, is not accessible for many DSPS students, many students with accommodations have exam breaks that are not compatible with Proctorio
- Lale: doesnt understand the equity issues being discussed with Proctorio, if a student walks into a class, instructors can see students skin color, if they have a disability etc, not sure why using a proctoring software would be an equity issue
- Carol: people that have dark skin are not seen, must have the brightness up
- Liz: there are well documented discriminatory issues for Proctorio
- Lilya: does anyone know of any good software to use
- Chris Walker: needs to be a separate conversation around proctoring software vs. Proctorio as a software for campus use

- 10. Agenda Items for Next Meeting
    - Report from Policy Working Group
    - Report from DE Training Listening Group
    - Report from OER-ZTC Working Group
    - Review of Draft Resolution in Support of CVC-OEI to forward to Academic Senate for revision and approval process

11. Next Meeting:
- Wednesday, March 3, 2021, 12:00 – 1:00 PM

Summary Prepared by:

Tabia Lee, Marisol Quevedo and Erica Reynolds **on 2-3-2021**