

CSM Distance Education Advisory Committee (DEAC)

Meeting Notes/Summary

Wednesday, March 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:

Elizabeth Schuler, Diana Bennett, Lilya Vorobey, Tarana Chapple, Lena Feinman, Lia Thomas, Michelle Mullane, Lale Yurtseven, Christopher Walker, Andrianna Pellini (student rep)

Members Absent: Ron Andrade, Teresa Morris, Carol Newkirk-Sakaguchi, Elnora Tayag, Robbie Badden, Paul Hankamp, Chris Smith (ITS), Annie Theodos, Arielle Smith, Fauzi, Hamadeh, Bryan Besnyi, Judy Lariviere, Jing Wu,

1. Action on Minutes and Agenda:

Approved meeting agenda with amendment to move up the DEAC Approval of CSM Resolution in Support of the CVC-OEI after share-out from committee members. Summary notes from the previous meeting were approved.

Issues Discussed:

- 2. Share-out from Committee Members
 - DEAC Updates
 - T.Lee QOTL 2.0 drafting stage of the modules
 - Math Science
 - C.Walker- hard to convert lab courses looking at hybrid model, in planning stages of understanding scheduling conflicts
 - ITS
 - No Rep
 - DRC
 - No Rep
 - Counseling
 - No Rep
 - Language Arts/ESL
 - L.Schuler- Presentation of PD plan at LAD meeting, ESL courses are being considered “hard to convert courses” looking at hybrid models for future
 - Business/Technology
 - L.Vorobey- No major updates
 - Creative Arts and Social Sciences
 - M.Mullane- No major updates
 - Library

- L.Thomas- planning to buy more e-books in anticipation of summer and fall semesters, improving and expanding e-book collection for required texts
 - Kinesiology
 - No Rep
 - Report from Student Representative
 - A.Pellini- No major updates
 - ASLT
 - No major updates
 - 3. Report from Policy Working Group
 - No major updates, work is continuing
 - 4. Update from Instructional Designer about Spring 2021 Division Presentations
 - Interactive Presentations with a focus on practical applications and suggestions for [Unpacking the CSM Policy on Regular and Substantive Interaction](#)
 - Lee will be facilitating a workshop on: *Teacher Inquiry into Student Learning: Empathy Building and Student Camera Use* at the **32nd Annual Society for Information Technology & Teacher Education Conference** March 29-April 2.
 - 5. Report from DE Training Listening Group
 - T.Lee- met in March responded to feedback and will be continuing to review faculty feedback, has been received positively and faculty have been happy to know their concerns are being listened to and addressed
 - 6. Update Faculty Gateway Launch and CAE
 - E.Reynolds- [Faculty Gateway](#) has launched and is live. The goal of this project was to provide a more permanent home for the resources that were available on the Instructional Continuity website. There was also the need to update and add additional content.
 - E.Reynolds- Since the CSM CAE website launches from the Faculty Gateway, the landing page received a design refresh. In doing this work, we noticed that there are some pages connected to the CAE site that also need updating. Working group will meet to refresh content and make the web pages responsive and equity-informed.
 - 7. Report from OER ZTC Working Group
 - Slide deck from December 2020 meeting with [project assignments](#)
 - T.Lee- OER week, This is the first year we will have OER week at CSM; the DEAC OER-ZTC working group did not know what it was - we invited C. Smith to share information with DEAC and the OER-ZTC Working Group about this event and to provide standing reports to DEAC related to activities of OER Liaison; he is the key contact for this work.
 - L.Thomas- new work at CSM and working on updates so their is a more formal and expanded access on the district faculty gateway site
 - Next meeting March 16, 2021
- 8. DEAC Approval of [CSM Resolution in Support of the CVC-OEI](#) to forward on to Academic

Senate for final approval

- T.Lee- Self-study process started in 12/20, resolution drafted in support of CVC-OEI, process of answering questions around student support services, goal to get Academic Senate approval of resolution in support of joining CVC-OEI Consortium, if approved will move application and resolution to ASLT Dean for review and submission of application to join CVC-OEI Consortium
- D.Bennet- Motion to approve
- L.Thomas- Seconded
- Motion Passes
- 9. Panopto Implementation Update
 - E.Reynolds- Instructional Technologists are presenting at division meetings, 10 minute demo and 10 minute Q&A
 - Reach out to ITs for additional support and presentations
 - IT Drop-In hours- Monday 10am-11am, Thursday 1pm-2pm or by request if needed
- 10. Agenda Items for Next Meeting
 - Report from Policy Working Group
 - Report from DE Training Listening Group
 - Report from OER-ZTC Working Group
 - Instructional Technologists updates about Student Support Canvas Learning Communities launched in Spring 2021

11. Next Meeting:

- Wednesday, April 7, 2021 12:00 – 1:00 PM

Announcements: L.Schuler Next Flex Day April 22nd

T.Lee- Has been asked to present on HyFlex Learning Design model to Academic Senate

L.Schuler- looking to have a panel presentation on faculty teaching on campus

Summary Prepared by:

Tabia Lee, Marisol Quevedo and Erica Reynolds **March 3, 2021.**