

CSM Distance Education Advisory Committee (DEAC)

Meeting Notes/Summary

Wednesday, April 7, 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, Diana Bennett, Lilya Vorobey, Teresa Morris, Carol Newkirk-Sakaguchi, Tarana Chapple, Paul Hankamp, Lena Feinman, Lia Thomas, Judy Lariviere, Michelle Mullane, Jing Wu, Lale Yurtseven, Andrianna Pellini (student rep)

Members Absent: Elizabeth Schuler, Elnora Tayag, Robbie Badden, Chris Smith, Arielle Smith, Fauzi, Hamadeh, Bryan Besnyi

Action on Minutes and Agenda:

1. Approved minutes and meeting agenda.

Issues Discussed:

- 2. Share-out from Committee Members
 - DEAC Updates
 - T. Lee: QOTL 2.0 is under development; at most recent District DEAC Meeting we discussed a plan for compensating QOTL 1.0 and QOTL 2.0 facilitators - more details to come
 - Math Science
 - No new updates
 - ITS
 - No rep
 - DRC
 - No new updates
 - Counseling
 - No new updates
 - Language Arts/ESL
 - No new updates
 - Business/Technology
 - No new updates
 - Creative Arts and Social Sciences
 - No new updates

- Library
 - No updates
 - Kinesiology
 - No rep
 - Report from Student Representative
 - Student senate elections deadline next week
 - ASLT
 - E. Reynolds: ACCJC Virtual Visit April 14th
- 3. Instructional Technologists Update about Student Learning Communities in Canvas
 - Classified Professionals using Canvas to build a virtual/online community. STEM and Virtual Village newest online student communities on Canvas. Various student service programs will be showcasing their work at the upcoming Flex Day April 22nd 11:15-12:15- “Building a Virtual Community on Canvas: Showcasing Student Support Services Online”
 - T. Lee: Congratulated Instructional Technologists for the awesome work they are doing and the interactiveness of the homepages for Virtual Village and STEM@ CSM.
 - 4. Instructional Designer Update on Flexible Learning Design Supports
 - T. Lee: Aaked that all adjunct and full-time faculty be encouraged to complete the [Exploring Flexible Learning Design Faculty Needs Assessment Survey](#) by April 17
 - T. Lee: Thanked all who have contributed to the survey so far and explained that the purpose of her Instructional Design Needs Assessment Surveys is to help her learn more about a situation by examining patterns and trends in the qualitative and quantitative data, and so following up with and communicating with her colleagues about their experiences and responses is a highly valued part of the needs assessment process from her critical humanistic perspective.
 - T. Lee is working on an intra-District Team to build a model HyFlex course: anticipated Spring 2022 launch date
 - T. Lee: Flexible Learning Workshop Coming Up at 4/22 Flex Day
 - 5. CVC-OEI Consortium Updates
 - T. Lee: On March 23, Senate approved resolution to join CVC-OEI;

application has been forward to Tarana for completion and submission

- T. Lee: Per Senate Request, Lee will lead the POCR Certification process on our campus to ensure that it reflects the values and culture of CSM.
 - T. Lee: POCR Team Kick Off Meeting on 5/18
- 6. Report from Policy Working Group
 - T. Lee: We will be looking at setting standards/guidelines for what constitutes Hybrid, HyFlex, Synchronous, and Asynchronous teaching modalities at CSM. If information exists, please forward it to us; we see descriptions in Websmart and elsewhere but continue to receive many faculty and student questions about the guidelines and standards. Please contribute any information/suggestions to our [Google Doc](#).
 - T. Lee: We will be looking at [DE Team Structure at CSM](#) to provide recommendations to DEAC and Academic Senate
 - T. Lee: Next Meeting: 4/28 1–2 PM
 - 7. Report from DE Training Listening Group
 - T. Lee: We continue to look at feedback from faculty about DE Training. Our group thinks it is really important to provide a space for faculty to be heard and to know that someone is listening to, acting on, and responding to their concerns.
 - T. Lee: Lena created a [Google Form](#) Form that has been shared with Academic Senate; we would like it also listed on the DEAC website.
 - T. Lee: Next Meeting: 4/23 1–2 PM
 - 8. Report from OER-ZTC Working Group ([Project Assignments](#))
 - T. Lee: The work of this group is becoming more important as we see that Board Members are very interested in OER-ZTC and we expect Board Policy/Guidelines around this topic to emerge soon.
 - T. Lee: Collaborating on [OER-ZTC Checklist](#) Resource for Faculty (we welcome your comments and input)
 - T. Lee: [Open Education Week 2021 Faculty and Student OER Awareness Survey Results](#) per Chris Smith, OER Liaison
 - T. Lee: Next Meeting 4/20/21 1–2 PM (Complete [Doodle Poll](#) by 4/10)

- 9. Discussion about Accessibility Specialist Position
 - T. Lee: Is there a need for an Accessibility Specialist at CSM?
 - T. Lee: What is the status of the approved Fall 2019 Resource Request for an Accessibility Specialist at CSM?
 - T. Lee: What other DE supports are needed? (i.e., DE Coordinator, Faculty Support Librarian, See [SMCCCD DE Team Structures](#))
 - J. Lariviere: There is an incredible need for an Accessibility specialist at CSM
 - C. Newkirk: I was confused because the position was approved and then it just disappeared. CSM has the largest population of students using DRC across the district, it is an equity issue that we do not have an accessibility specialist.
 - J. Lariviere: Historical overview of the position; position was approved with overwhelming support in 2019 - all divisions submitted it as a resource request- hiring was to take place in Summer 2020 and it disappeared from the radar. Was instructed by the district HR that it there would be a district person in this role was formerly Bryan Beysni but he is now in a different role. Chromebooks are not fully accessible for students with accommodations. For example, the live transcript feature of Zoom doesn't work on Chromebooks, so the instructor has to be the one that turns this feature on and then save the transcript and post it for students who have a notetaking accommodation. Faculty have significant need for additional support to meet requirements of accommodations for students- a gap in support.
 - Resources for enabling live transcriptions in Zoom
 - [Zoom Captioning and Transcription Tutorial](#)
 - [Managing Subtitles and/or Live Transcript \(for Hosts and Participants\)](#)
 - J. Lariviere: recommendation the AS Position should come from one dept/division but other divisions/depts can write letters of support
 - D. Bennett: Echo comments from other speakers, emphasizes the need and importance for this role, would like to know how it will be addressed and when a person can be identified in filling this role
 - T. Chapple: agrees with the historical information shared, CSM is not ADA compliant, administration will resubmit the position to HR with further justification and letters of support as an emergency hire, HR may respond that the position must go through the resource request process but will emphasize the importance of this role

- D. Bennett: suggestion bring to IPC and having a meeting with Presidents Council and express urgency of position being hired as soon as possible.
- T. Chapple: will take concerns and suggestions to cabinet to escalate this position
- C. Newkirk: underscoring importance and immediate need for this position, hiring committee is in place and would like this to moved forward at CSM as soon as possible
- T. Chapple: will connect with VPI Holtzclaw and share the history of need and process in getting AS position approved and hired will report next steps. She followed up and asked for history and/or timeline of the position at CSM.
- E. Reynolds: Will create a timeline of events surrounding the district web accessibility position and the CSM instructional accessibility specialist.
- J. Lariviere: asked for clarity on DE team structure, isn't sure if Skyline has an actual Accessibility Specialist Position or if it is someone who supports in that role
- T. Lee: clarifies that Chris Weidman is Skyline's current accessibility specialist and that Rolin Moe has indicated that Skyline will have a dedicated Accessibility Specialist Position for AY 21/22 - [DE Team structure document](#) reflects how DE Teams at all campuses are projected to look in AY 21/22.
- T. Lee: Explained that moving forward we really need to take a look at the [DE Team structure](#) to ensure adequate representation of classified and faculty on the DE Team. We also need to ensure that critical roles such as DE Coordinator, Accessibility Specialist, and Faculty Support Librarian are filled as we seek to increase our online offerings - these roles and skills sets are distinct from Instructional Designers and Instructional Technologists; this will be discussed with our Policy working group and we will bring recommendations back to DEAC and Academic Senate.
- T. Morris: prefers the title of Distance Education Librarian over Faculty Support librarian, Skyline position is referenced as Faculty Support Librarian and Faculty Services Librarian
- T. Lee: Policy Working Group will use the title Distance Education Librarian when discussing this potential DE role because it is a more accurate description of the specialization that also reflects our local culture.
- T. Chapple: VPI Holtzclaw and Tarana have been discussing this Librarian

role and will follow-up with T. Morris for next steps and more information

- 10. Agenda Items for Next Meeting
 - Report from Policy Working Group
 - Report from DE Training Listening Group
 - Report from OER-ZTC Working Group
 - Review Goals Progress for 2020–2021 and Identify Focus Areas to Inform Goal Development for 2021– 2022

11. Next Meeting:

- Wednesday, May 5, 2021 12:00 – 1:00 PM

Summary Prepared by:

Tabia Lee, Marisol Quevedo and Erica Reynolds **on April 7-8, 2021**