CSM Distance Education Advisory Committee (DEAC)

Meeting Notes/Summary

Wednesday, May 5, 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, Elnora Tayag, Tarana Chapple, Robbie Badden, Paul Hankamp, Lena Feinman, Chris Smith, Annie Theodos, Arielle Smith, Fauzi, Hamadeh, Lia Thomas, Bryan Besnyi, Judy Lariviere, Michelle Mullane, Jing Wu, Lale Yurtseven, Andrianna Pellini (student rep)

Members Absent: <mark>Use Meeting Report post-meeting to list members not in attendance</mark>

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

Issues Discussed:

- 2. Share-out from Committee Members
    - DEAC Updates
        - T.Lee- QOTL 2.0 development is in progress, discussions around funding are also happening, more to come
        - T. Lee: Global Accessibility Awareness Day is Thursday May 20 – Chattanooga State Community College is hosting its third annual summit on accessibility awareness free of charge and with CEUs available from 7 AM – 11:30 AM Pacific Time. Register at: https://zoom.us/webinar/register/WN_cWT0kRj2SCyXPyl7VzSGhg
    - Math Science
        - L.Feinman- Gradescope license expires soon and would like to extend the license at CSM
        - T.Lee- At DEAC it was discussed that licenses for any district-wide instructional technology tools/software (e.g., Labster, Proctorio, etc.) will be extended for an additional year
    - ITS
        - No rep present
    - DRC
        - J.Lariviere- no updates for DRC
    - Counseling
        -
    - Language Arts/ESL

- - - L.Schuler- reporting on: Flex Day survey: https://smccd-czqfp.formstack.com/forms/csmflexdayfeedback_2021_04_22 and Flex Day Proposal: https://smccd-czqfp.formstack.com/forms/csmflexdayproposal
    - L. Schuler Wrapping up April 22nd Flex Day, have been receiving positive comments from participants
    - L.Schuler- New faculty orientation- there are 16 faculty signed up
  - Business/Technology
    - No updates
  - Creative Arts and Social Sciences
    - No updates
  - Library
    - L.Thomas- just closed electronics reserves, working on renewal of databases
  - Kinesiology
    - No rep present
  - Report from Student Representative
    - No updates
  - ASLT
    - No updates
- 3. Report from Policy Working Group

  - T. Lee: Expect messaging from the Administrative Leadership around the CSM Policy on Regular and Substantive Interaction and CSM Policy on DE Training to begin in Fall 2021

  - T. Lee: We continue to look at the DE Team Structure at CSM

  - T. Lee: Thank you for your service!

- 4. Report from DE Training Listening Group

  - 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 and Faculty Gateway.

  - T. Lee: Thank you for your service!

- 5. Report from OER-ZTC Working Group

  - L.Thomas- working with CAE (Center for Academic Excellence) to get an OER/ZTC link on the page and is also working on creating a guide or checklist for faculty on how to differentiate OER and ZTC that also includes information on copyright and accessibility but deeper training and support is needed
  - L.Thomas- The goal of the OER-ZTC Checklist is to create a self-check tool for CSM faculty to evaluate OER and ZTC course materials and adoptions because we do not yet have a process or the resources in place to assist faculty with this task. Input from DEAC into the checklist is much

appreciated.

- L.Feinman- Noted that there are discrepancies between OER, ZTC, and Low-Cost textbooks as indicated in Webschedule and more clarity is needed for faculty and students about what these terms mean.
- L.Schuler- received an email from Chris Smith (OER Liaison/Biology faculty) inquiring about beginning a campus-wide effort of professional development activities around OER-ZTC for faculty and suggesting a Flex Day focus on these topics
- J.Lariviere- there are many non-instructional faculty stakeholders that also play a role in this work, and should be included at every stage of planning and implementation. Need to have brainstorming meeting before Flex Day/PD workshop is formed to provide feedback on process and factors (accessibility, copyright).
- L.Feinman- Advocating for the need for an accessibility specialist
- C.Smith (ITS)- There are conversations at the district level about creating a website that walks faculty through the process for selecting and implementing classroom materials on faculty gateway. There needs to be more consistent messaging around DE.
- T.Lee- Messaging and visioning around DE is a responsibility of DE Coordinators. DE Coordinator is needed to unify DE messaging and address DE compliance issues.
- L.Thomas- We are realizing that there needs to be a more campus-wide focus on OER and ZTC that goes beyond the scope of our small working group, but the checklist is a great starting point until we can get that figured out. We need leadership at the campus level to focus in on OER/ZTC and broader faculty collaboration on this topic.
- L.Vorobey- Working with a copyright lawyer on videos about copyright, and one video will be on what you can and cannot include in your Canvas course; the videos should be available in 2022-2023.
- L.Feinman- Advocating for accessibility specialist so that faculty can get greater support with ensuring their courses are compliant with accessibility standards and guidelines.
- C.Smith (ITS)- would like to see district-wide collaboration on a site where faculty can access centralized resources and information
- L.Schuler- Would like to support greater participation both during and outside of Flex Day for more awareness and training.
- J.Lariviere- During a recent meeting with VPI Holtzclaw, faculty discussed challenges with finding resources in their subject matter, some shared how they are photo-copying chapters from books and the challenges that go with that process, more support is needed so faculty have a clear understanding about fair use and making accessible textbook adoptions and course resources
- L. Schuler - Happy to provide space to start larger conversation about Flex Day OER ZTC training with the OER-ZTC Work group, Chris Walker, and others outside of DE
- T.Morris- Provided context on the history of OER/ZTC progress/challenges over time, emphasizing that OER and ZTC is an infrastructure and

information issue that should be a campus-wide initiative and that should be addressed on a wider scale beyond DEAC with long-range planning because use of OER and ZTC extends beyond DEAC and may potentially impact all faculty whether they are teaching in the distance education modality or not.
- ■ T. Lee: Thanks all for your service!

- ● 6. DEAC [2020-2021 Goals](#) Progress and Look Ahead

  - ■ E. Reynolds: Goal 1: Integrate distance education into CSM's institutional planning processes and cycles.
    - ● Updated Regular and Substantive Contact policy and created a new Policy on Distance Education Training Requirements
  - ■ E. Reynolds: Goal 2: Communicate current and accurate information to the college community about the courses and services available to distance learners.
    - ● Updates of DE Website and CAE pages
    - ● Division tours by ID and ITs
  - ■ E. Reynolds: Goal 3: Recommend student services, learning resources, and instructional support for distance learners, which are equivalent to those available for students enrolled in face-to-face mode courses.
  - ■ E. Reynolds: Goal 4: Provide effective institutional support for distance education training and learning to faculty, staff, administrators, and instructional and student services support staff.
  - ■ E. Reynolds: Goal 5: Increase synergy between District Distance Education Advisory Committee and College DE teams to provide district-wide infrastructure, resources, and support for online learning.
  - ■ E. Reynolds: Goal 6: Promote dialogue around rates of student success, completion, and satisfaction between distance education and on-campus courses.
  - ■ E.Reynolds- Thanks everyone for their support and dedication to the work over the course of the academic year

- ● 7. Instructional Designer Spring 2021 [Flexible Learning Design Needs Assessment Report](#)

  - ■ T. Lee: This Flexible Learning Design Needs Assessment was conducted by CSM Faculty Instructional Designer
  - ■ T. Lee: Survey ran March 24, 2021-April 19, 2021. It was posted to Canvas and announced through weekly Academic Senate Announcements.
  - ■ T. Lee: The Fall 2020 [ID Needs Assessment](#) strongly represented adjunct faculty; the Spring 2021 Needs Assessment strongly represents full-time faculty
  - ■ T. Lee: Informal Follow-Up Interviews April 1 - April 30, 2021 and ongoing
  - ■ T. Lee: Informal Follow-Up Review at April 22, 2021 Flex Day Professional Development Session
  - ■ T. Lee: Faculty are feeling a bit exhausted and have done may pivots to flexible learning modalities

- - T. Lee: Faculty are interested in learning more about "the what" and "the how" of flexible learning
  - T. Lee: There is a slightly stronger interest in informal makerspaces over structured learning about flexible course design; this reflects the preferences for community and collaboration among faculty at CSM
  - T. Lee: Faculty are also most interested in structured learning opportunities to explore flexible course design.... provided that they are compensated to do so
  - T. Lee: Triangulation of student data is needed to inform us of congruence and incongruence between faculty and student perceptions about the clarity of flexible learning expectations: a) what do students think of hybrid, synchronous, asynchronous learning at CSM?; b) What are student experiences with the expectations of synchronous, asynchronous, or hybrid learning across classes and disciplines?
  - T. Lee: National Student data is available: [Students want Online Learning Options Post-Pandemic](#) and [Marginalized Students Speak about Online Learning](#)

- 8. Agenda Items for Next Meeting
  - Goal Setting for 2021-2022
- 9. Next Meeting:
  - Wednesday, September 1, 2021 12:00 – 1:00 PM

Summary Prepared by:

- Tabia Lee, Marisol Quevedo and Erica Reynolds **on May 5-6, 2021**