

## **CSM Distance Education Advisory Committee Summary**

Wednesday, September 1, 2021, 12:00 p.m. to 1:00 p.m.,  
Zoom Meeting Link: <https://smccd.zoom.us/j/88535258713>

Meeting Slides:

### **Members Present:**

Diana Bennett, Robbie Baden, Tarana Chapple, Donna Eyestone, Lena Feinman, Paul Hankamp, Soe Hlaing, Nicole Hong (Student Representative), Judy Lariviere, Teresa Morris, Michelle Mullane, Madeleine Murphy, Marisol Quevedo, Erica Reynolds, Liz Schuler, Chris Smith (ITS), Elnora Tayag, Lia Thomas, Lilya Vorobey, Christopher Walker,

### **Agenda Items Discussed:**

1. Review and Approve Agenda
  - Approved
2. Review and Approve Meeting Summary from May
  - Approved meeting summary for May 5, 2021
3. Committee Norming Session
  - Member Updates: Purpose is for information sharing, Updates should be 2 minutes or less,
  - Agenda Items: Longer Information Sharing, Presentations, Discussions
  - Discussion & Participation: Raise Hand Feature in Zoom, Mute mic to reduce background noise, Equity of Voice
4. Introductions and Member Updates
  - District DEAC
  - ASLT/CSM DE Team
    - Erica R.: 2 new Instructional Designers- Julieth and Jennifer
    - Update on ID and Accessibility Specialist
  - Report from each Division rep
    - District DEAC Updates
      - No updates.
    - Math Science
      - Biology dept. Has been struggling with Hyflex definition and would like to work on developing an official policy
      - No updates.
    - ITS
      - Working on Accessibility checks on purchased software.
    - DRC/Counseling

- No updates.
- Language Arts/ESL
  - The writing student is open to students outside of normal guidelines, students get to work with English students one on one, Is looking for students who would like to be a part of the Creative Writing Club
- Business/Technology
  - No Representatives or updates.
- Creative Arts and Social Sciences
  - New Dean: Jeanne Marie Velickovic,
- Library
  - Library is open four days a week and online support available 6 days a week
  - Makerspace is open, all are welcome for fun or for classes
- Kinesiology
  - No Representatives or updates.
- Report from Student Representative
  - No updates.
- Curriculum Committee
- PD Committee
  - Collaborating with PD coordinators on hybrid and hyflex definitions and gaining clarity on what it looks like for the district for possible October Flex topic, ESL center is open for face to face support

#### 5. Updates on Policies for AY 2021-2022

- Policy on Regular and Substantive Interaction, changed “Contact” to “Interaction”, Included Definitions for Regular Interaction and Substantive Interaction to align with Department of Education language and pending Title 5 updates
  - Requirements to Satisfy Regular and Substantive Interaction has been modified
  - New Policy in Effect this 2021-22 academic year
  - Regular and Substantive Interaction Course being updated now
- Policy on DE Training Requirement- Faculty who teach an online/hybrid course must complete the LMS and Online Pedagogy Training facilitated by our internal CSM DE trainers. Or equivalent training. Faculty must demonstrate evidence of DE training or professional development at least once every three years. These dates should also be included in the DE Addenda.

#### 6. 2020-2021 DE Reflection

- Transition to online instruction when students didn't “choose” to be online
- Training

- Forced them to communicate better with students/colleagues
  - Technology and other resources were sometime a challenge for students
  - OER/ZTC was helpful for students - would like more info about the OER/ZTC sub-committee role might be going forward
  - Better communication about office hours to students (and what is expected - just “available over email” vs. live zoom hours
  - Are we continuing hyflex next semester? How do you scale it? Make classrooms ready for hyflex?
7. Tools and Resources for 2021-2022
- Software Applications, Websites, PD
    - Labster
    - NetTutor
    - Proctorio
    - Panopto (can layer quiz questions into videos)
    - Pronto (more robust chat)
    - Zoom
  - Vision Resource Center
  - Faculty Gateway
    - <https://faculty.smccd.edu/>
    - Formerly, the Instructional Continuity site.
  - District Tools
    - Zoom
    - Panopto
    - Pronto
8. Agenda Items for Next Meeting
- Goal Setting for 2021-2022 Survey- Please share one potential goal/activity for committee for the year
  - OER/ZTC Recommendation
  - Early Alert
  - Flex Day
  - Potential Flex Day DE Presentations
9. Date of the Next Meeting: Wednesday, October 6, 2021, Zoom:  
<https://smccd.zoom.us/j/88535258713>

**Next Meeting:**

- Wednesday, October 6th, 12:00 - 1:00 PM

**Summary Prepared by**

- Donna Eyestone, Marisol Quevedo, Erica Reynolds on September 1, 2021