

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

Wednesday, March 2, 2022, 12:00 p.m. to 1:00 p.m.,  
Zoom Meeting Link: <https://smccd.zoom.us/j/88535258713>  
[Meeting Slides for March 2, 2022](#)

### **Members Present:**

Diana Bennett (Creative Arts & Social Science), Donna Eyestone (DE Coordinator), Lena Feinman (Math & Science), Nicole Hong (Student Representative), Jennifer Howze-Owens (ASLT/ID), Judy Lariviere (SSSSP), Michelle Mullane (Creative Arts & Social Science), Madeline Murphy (Language Arts), Hellen Pacheco (Business/Technology), Erica Reynolds (Instructional Technologist), Chris Smith (ITS), Lia Thomas (ASLT/Library), Lilya Vorobey (Business/Technology)

### **Guests Present:**

Marisol Quevedo (Instructional Technologist)

### **Agenda Items Discussed:**

1. Resolution: Brown Act, Ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19.
  - Resolution Approved
2. Review and Approve Agenda
  - Approved
3. Review and Approve Meeting Summary from February
  - Approved meeting summary for February 2, 2022
4. Member Updates
  - District DEAC
    - Jennifer reported about DTL Modalities document is going to District Academic Senate, CSM Proctorio listening tour, hyflex training workgroup
  - ASLT/CSM DE Team
    - Early Alert - Notifications sent to @smccd.edu email, QOTL 1 and 2 are running, mid-semester survey
  - Report from each Division representative
    - Math Science
      - Lena - making some updates to their schedule, some are interested in HyFlex teaching
    - ITS
      - No rep present - No Updates
    - DRC/Counseling

- Judy - DRC will be speaking at the TP/LP workshop, Inclusive Access - more publishers have audio built-in. New Alt Media specialist. Faculty are required to submit information about Inclusive Access is noted (bookstore, schedule info is done at VPI). Similar process to ZTC - go through Division office.
- Language Arts/ESL
  - Madeleine - No updates.
- Business/Technology
  - Hellen, Lilya – No updates
- Creative Arts and Social Sciences
  - Michelle, Diana - No Updates
- Library
  - Lia - more requests for online synchronous instruction - struggling to find space. All adjuncts need to be physically online this semester. Altering office spaces to accommodate.
- ZTC/OER Liaison
  - Lia - often the only person at these meetings. ZTC definition going to District Senate next week: [Proposal from SMCCCD–ZTC Work Group to District Academic Senate to Clarify the Zero Textbook Cost \(ZTC\) and the Low Textbook Cost \(LTC\) Definitions and Process for Class Attribution.](#) Other campus' have a textbook affordability committee, OER Librarian, Instructional Designer, Bookstore Manager. The CSM Textbook Affordability committee dissolved a year or so ago and might need to be reinstated. We can make a Workgroup from members of DEAC, but for release-time that couldn't happen this semester. We want Lia to feel supported. Lena, Judy, Jennifer volunteered to help figure out how we gather this group together to determine the path.
- Kinesiology
  - No Representatives or updates.
- Report from Student Representative
  - Nicole - no updates
- Curriculum Committee
  - Chris - no representative, no updates
- CTL Committee
  - Madeline - looked at SLO assessment plan, debriefed from Flex Day, planning upcoming April Flex.
- ITS
  - Chris Smith - will be out on paternity leave for about 3 weeks. ITS Helpcenter will give faster emails that directly to him during this time. Web team is doing some discovery on who is using web

accounts server - cyberattacks are having them look away from this solution...there are better solutions for faculty website/directory info including public Canvas pages and/or GoogleSites. Met with Skyline to boost reporting on ZTC/OER courses. Approach ESC with project to put in place a business process for ZTC.

#### 5. DE Plan 2021-2023 - Approval

- Revisions include:
  - Reformatted the plan to fit the Integrated Plan Template
  - Includes SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats)
  - Updated plan to include that we have been accepted in the CVC Consortium
  - Replaced table of previous plan goals and current plan goals with narrative
- M/S/Approved via Zoom Poll

#### 6. DE Faculty Handbook - Update/Audience

- Donna - Going through online handbook that lives in Canvas site. Will make a first pass at edits with DE Team before divide and conquer the work.
- Question: Document created before QOTL 1 and 2, RSI. How much training do we want in this handbook? How much what do want to include for folks who do not go through training.
- Whole section on OEI rubric, much duplicative content in RSI and QOTL. Or do we just want to say that we use the OEI rubric. Can you link to information about description about QOTL training.
- Judy - if this is reference course, maybe should include all information. From ACCJC perspective should include all information
- Donna - want to keep it high-level. Folks need to know that courses need to be accessible. But “how-to” information lives elsewhere
- Jennifer - add more visual elements
- Many definitions have been re-worked

#### 7. Peer Online Course Review Process

- Academic Senate Resolution to allow non-instructional POCR POCR team members
  - Resolution has been approved
- Request for participation
  - We must form a local CSM POCR team, we complete 4 week training in May, instructor would bring themselves and a course you would want to align to the course and how to apply the OEI rubric.

- Next, we would select 3 aligned Courses to go to CVC Review team and if they agree that courses are aligned, then our local POCR team is
  - Jennifer will bring to Academic Senate for volunteers
  - If you want to join the POCR team, then email Donna Eystone ([eyestoned@smccd.edu](mailto:eyestoned@smccd.edu))
    - Hellen Pacheco and Yelena Feinman volunteered
    - ACTION: Donna will get a revised version of the slide about POCR to Hellen (include email address)
8. Proctorio Listening Tour - Updates
- Postponed
9. DTL Modalities Guidance
- DTL created a DE Modality Guidance/Explainer including definitions, best practices, resources, etc. Helps faculty make decisions about what modality works best for individual situations. Breaks down Carnegie Units into hours for online, synchronous, asynchronous and all different options for Hybrid, HyFlex, In-Person and Online.
  - Lia - Could we get 1.0 unit classes added to the table?
  - Guidelines will start for Fall 2023
10. Agenda Items for Next Meeting
- DE Faculty Handbook
  - Proctorio Listening Tour updates

**Next Meeting:**

- Date of the Next Meeting: Wednesday, April 6, 2022
- Zoom: <https://smccd.zoom.us/j/88535258713>

**Summary Prepared by**

- Donna Eystone and Erica Reynolds on March 2, 2022