CSM Distance Education Advisory Committee

Summary

Wednesday, April 4, 2022, 12:00 p.m. to 1:00 p.m.,
Zoom Meeting Link: https://smccd.zoom.us/j/88535258713
Meeting Slides for April 4, 2022

Members Present:
Donna Eyestone (DE Coordinator), Lena Feinman (Math & Science), Paul Hankamp (Math & Science), Jennifer Howze-Owens (ASLT/ID), 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), Christopher Walker (Curriculum Committee)

Guests Present:
Marisol Quevedo (Instructional Technologist), Teresa Morris (Academic Senate Co-Chair)

Agenda Items Discussed:
   ○ Resolution Approved
2. Review and Approve Agenda
   ○ Erica R. proposed edits to the agenda including adding OER/ZTC Workgroup Recommendations as an item for discussion. Additionally, integrating the discussion around the RSI Policy into the DE Plan agenda item.
3. Review and Approve Meeting Summary from February
   ○ Approved meeting summary for March 2, 2022
4. Member Updates
   ○ District DEAC
   ○ ASLT/CSM DE Team
     ■ POCR class - we have about 8 people registered for July and August
   ○ Report from each Division representative
     ■ Math Science
       ● Question about onsite proctoring in the Learning Center
     ■ ITS
       ● No rep present - No Updates
     ■ DRC/Counseling
       ● No rep present
     ■ Language Arts/ESL
• Madeleine - Talked about Proctorio in Language Arts meeting.

■ Business/Technology
- Hellen – No updates

■ Creative Arts and Social Sciences
- Michelle - No Updates - Learning Center IS doing onsite proctoring.

■ Library
- Lia - library systems applications developer shared across the district for the past 2.5 years. Has been a crucial FT/temp role which is about to expire. Libraries are concerned and want to make this a permanent position and they will bring to Senate next week.

■ ZTC/OER Liaison
- Lia - reserved for next agenda item

■ Kinesiology
- No Representatives or updates.

■ Report from Student Representative
- Nicole - no updates

■ Curriculum Committee
- Chris - Working on editing the curriculum handbook for the college. Will have a draft by the end of the semester

■ CTL Committee
- Madeline - April Flex is being solidified, modality for August Flex is being considered already.

■ ITS
- Chris Smith - just came back on Monday from leave. Did receive email from STAC program to figure out what we want to renew for the next academic year.

5. OER/ZTC Recommendations
  ○ Workgroup reformed and met. OER/ZTC Faculty Coordinator Role - ASLT will make a resource request.
  ○ Academic Senate sub-committee for Textbook Affordability Taskforce - this is larger than DE and might be a better fit under Academic Senate.
    ■ Faculty Coordinator
    ■ CSM on District Textbook committee
    ■ Inform/Recommend on ZTC Pathways
  ○ Curriculum Committee Task
    ■ Revising handbook to address textbook choice and materials as part of creating equitable access courses.
    ■ CurricUnet - COR update process to include OER/ZTC materials to align processes with sister colleges
6. DE Faculty Handbook - Update/Audience
   ○ Donna - new information about Title 5 updates and RSI course
   ○ Considering making a version that speaks to a site experience and a printable document
   ○ Added copyright and FERPA. Whole section on OEI rubric, much duplicative content in RSI and QOTL.
   ○ Grouping will be helpful for Checklist
   ○ Send a link to the course and edited document

7. Proctorio Listening Tour - Updates
   ○ Attended 2 division meeting. Will attend another next week. Other divisions opted to share out questionnaire via email.
   ○ 30 responses from faculty questionnaire
   ○ 2 from students - may need to go out and solicit more feedback
   ○ Summary draft done by this month and share at next csm deac meeting
     ■ Will also include concerns about transparency and privacy concerns on what data and how student data is being used.
     ■ Madeleine shared conversation about prospective parent of student who had privacy concerns

8. HyFlex Training - Update
   ○ District Committee came together to discuss rollout of HyFlex classrooms
   ○ ITS will be critical to our training efforts
   ○ Lena had question about how this would be put on the schedule (cross listed?) How will students know they have a choice when they register.

9. 2021-2023 DE Plan
   ○ Year-End Update/RSI amendment - we will form “goal” workgroups. Volunteers for workgroups:
     ■ Goal 1 - update to RSI to include new modalities is needed - Madeline M, Lena
     ■ Goal 2 - student input re: Proctorio, take a penny/leave a penny workshops
     ■ Goal 3 - need to still identify analytics to inform course design
     ■ Goal 4 - QOTL 1,2, RSI
     ■ Goal 5 - OEI - Donna E, Hellen

10. Agenda Items for Next Meeting
    ○ DE Handbook Approval
    ○ CVC-OEI Updates
    ○ Additional Resources for Guidance on Teaching (Spring 2022)
Next Meeting:
  ● Date of the Next Meeting: Wednesday, May 4, 2022
  ● Zoom: https://smccd.zoom.us/j/88535258713

Summary Prepared by
  ● Donna Eyestone and Erica Reynolds on April 6, 2022