

## **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:**

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
  - 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

- Develop recommendations, policies and procedures as needed.
- 6. DE Faculty Handbook - Update/Audience
  - Donna - new information fda bout 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)
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**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