CSM Distance Education Advisory Committee
Summary

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

Members Present:

Diana Bennett (Creative Arts & Social Science), Donna Eyestone (DE Coordinator), Lena Feinman (Math & Science), Jennifer Howze-Owens (ASLT/ID), Michelle Mullane (Creative Arts & Social Science), Hellen Pacheco (Business/Technology), Erica Reynolds (Instructional Technologist), Chris Smith (ITS), Lia Thomas (ASLT/Library), Lilya Vorobey (Business/Technology), Christopher Walker (Curriculum Committee)

Guests Present:

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 April 4, 2022
4. Member Updates
    ○ District DEAC
        ■ District level HyFlex workshops
    ○ ASLT/CSM DE Team
        ■ POCR class - we have about 8 people registered for July and August
    ○ Report from each Division representative
        ■ Math Science
            ● Lena/Chris - No updates
        ■ ITS
            ● No rep present - No Updates
        ■ DRC/Counseling
            ● No rep present
        ■ Language Arts/ESL
            ● No rep present -

- ■ Business/Technology
  - ● Hellen/Lilya – no updates
- ■ Creative Arts and Social Sciences
  - ● Michelle/Diana - no Updates
- ■ Library
  - ● Lia - District Library IT systems position approved. No digital resources librarian for the fall
- ■ ZTC/OER Liaison
  - ● Lia - no updates
- ■ Kinesiology
  - ● No Representatives or updates.
- ■ Report from Student Representative
  - ● Nicole - no updates
- ■ Curriculum Committee
  - ● Chris W. - no updates
- ■ CTL Committee
  - ● No rep present
- ■ ITS
  - ● Chris Smith - no updates

5. DE Faculty Handbook Approval
   - ○ Donna presented the changes and Handbook was approved.
   - ○ Christopher Walker (curriculum committee) will meet with Donna regarding update process and aligning the two documents in the upcoming year.

6. CVC-OEI Updates
   - ○ 12 people signed up to take 4-week POCR this Summer or early Fall
   - ○ 3 aligned course reviews to be certified as Local POCR team (goal by end of Fall 2022)
   - ○ Goal of 10 courses aligned by end of Spring 2023

7. Additional Resources for Guidance on Teaching (Spring 2022)
   - ○ [DTL DE Modality Guidance/Explainer Draft](#)
   - ○ March DAS approved this guidance document.
   - ○ DTL has continued conversation about modalities, contact hours for courses that are not standard.
   - ○ Work is still being done, in 2023 WebSchedule icons will be standardized for all the modalities.
   - ○ In Fall there will be continued discussions regarding the details and any updates needed.

8. QOTL 1 and 2 Spring and Summer Offerings
   - Spring 2022 QOTL Levels 1 and 2
     - QOTL 1: 1 completer
     - QOTL 2: 5 completers

   - Summer 2022 QOTL Level 1
     - [QOTL 1 Registration](#) closes on May 20, 2022.
     - June 6 - July 17, 2022
     - 1 Registered
     - Please encourage any new faculty to sign up for this
     - $1500 for successful completion

   - Summer 2022 QOTL Level 2
     - [QOTL 2 Registratio](#)n closes on May 20, 2022.
     - June 6 - July 11, 2022
     - 9 Registered
     - Current training (every three 3 years) – so if you took QOTL1 in Summer 2020 consider signing up soon. Lena suggested considering end-of-semester start (December or May)
     - 25 hours at special rate for successful completion
   - Discussed the need for more specifics on our policy of every 3 years – would like to formalize this in the upcoming year or so. Will coordinate with Curriculum Committee, Senate, and PD coordinator about what training is acceptable and maybe even a path/plan that may also include badging.

9. CCMS Advisory Committee Surveys
   - [CCC Canvas Users: Vote for Your Favorite Canvas Improvement Ideas!](#)
   - [CCMS Accessibility Workgroup Survey](#).
10. Agenda Items for Next Meeting
    - TBD

Next Meeting:
- Date of the Next Meeting: Wednesday, September 7, 2022

Summary Prepared by
- Donna Eyestone and Erica Reynolds on May 4, 2022