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:
   ○ 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
<table>
<thead>
<tr>
<th>Department</th>
<th>代表/摘要</th>
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</thead>
<tbody>
<tr>
<td>Business/Technology</td>
<td>Hellen/Lilya – no updates</td>
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<tr>
<td>Creative Arts and Social Sciences</td>
<td>Michelle/Diana - no Updates</td>
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<tr>
<td>Library</td>
<td>Lia - District Library IT systems position approved. No digital resources librarian for the fall</td>
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<td>ZTC/OER Liaison</td>
<td>Lia - no updates</td>
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<tr>
<td>Kinesiology</td>
<td>No Representatives or updates.</td>
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<tr>
<td>Report from Student Representative</td>
<td>Nicole - no updates</td>
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<tr>
<td>Curriculum Committee</td>
<td>Chris W. - no updates</td>
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<tr>
<td>CTL Committee</td>
<td>No rep present</td>
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<tr>
<td>ITS</td>
<td>Chris Smith - no updates</td>
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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 Registration 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