

CSM Distance Education Advisory Committee Summary

Wednesday, September 7, 2022, 12:00 p.m. to 1:00 p.m.,
Zoom Meeting Link: <https://smccd.zoom.us/j/86985899639>
[Meeting Slides for September 7, 2022](#)

Members Present:

Diana Bennett (Creative Arts & Social Science), Geri Bodeker (ASLT/Library), Donna Eyestone (DE Coordinator), Lena Feinman (Math & Science), Paul Hankamp (Math & Science), Jennifer Howze-Owens (ASLT/ID), Susan Khan (ASLT/PD Coordinator), Michelle Mullane (Creative Arts & Social Science), Hellen Pacheco (Business/Technology), Erica Reynolds (Instructional Technologist), Madeleine Murphy (Language Arts), Carol Newkirk (DSPS), Tarana Chapple (ASLT), Lilya Vorobey (Business/Technology), Christopher Walker (Curriculum Committee),

Not Present: Chris Smith (ITS),

Guests Present: Susan Khan

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 - with the change of date to 2022
3. Review and Approve Meeting Summary from February
 - Approved meeting summary for May 4, 2022, Moved by Jennifer, second by Tarana
4. Introductions
5. CSM:DEAC Meeting Times for 2022-2023
 - [CSM: DEAC Meeting Times for 2022 - 2023 Survey Link](#)
 - Will send this out to others who were not present
6. CVC-OEI Updates
 - POCR
 - Helen: Enjoyed learning how to write the feedback and the feedback from the facilitators
 - Lena: One of the best PD of the Summer. Helped her to realize what changes need to be made to her own course. Also realized that we need more support in our classes or smaller classes, so we can provide feedback as quickly as POCR facilitators.

- Home College
 - District has been doing the necessary paperwork. We will continue to work with District DEAC to move forward as a Teaching College.
- 7. Summer Training Update
 - QOTL 1
 - Summer 2022
 - 5 Participants | 2 Completers
 - Fall 2022
 - [Sign-Up by Sept 25](#) | Oct 10 - Nov 22
 - QOTL 2
 - Summer 2022
 - 11 Participants | 10 Completers
 - Fall 2022
 - [Sign-Up by Sept 19](#) | Sept 26 - Nov 7
 - Paul - loved QOTL 2 - would like more on Peer Feedback
 - SIMPL
 - July - August
 - Fall Feedback
 - 3 Participants
- 8. CSM DE Plan
 - Goals for 2022-2023
 - 1. Will be working to come up with a new name
 - Chris - Fully online, partially online
 - 2. Proctorio survey, other surveys still needed
 - Susan - at Peralta District student senate took the lead on creating an honor code as their response to the equity issues around proctoring.
 - 3. Still need data for DE course evaluation, working on templates including Liquid Syllabi, and training materials for updated classrooms, etc. What other tools/training is needed?
 - Paul/Lena- online course evaluation by faculty and then working with IDs (tenure process/instructor evaluation)
 - Lilya - Visual handouts to give to faculty who are being evaluated. Model modules
 - Madeleine, Support you need to teach vs. support you need to develop curriculum
 - Structured Regular brown-bag for online faculty

- 4. Transition from HEERF funding to more ongoing funding, working on creating a pathway for workshops and haven't yet started working on opportunities for student employees
 - Paul/Lena - Math/Science specific QOTL or separate module or afternoon session regarding online labs, each department put in a budget augmentation request to get this funded for one-time development. (Chris Smith is lead)
- 5. CVC work is in progress, Accessibility Specialist is needed
 - Carol - DRC has been advocating for Instructional Accessibility Specialist. DRC is looking for an Alt Media Specialist and this other Specialist should have a different description.
 - Tarana let us know status of the current status of the position. Each ASLT Deans across the district to come up with a unified job description to be approved and move forward.

9. CSM DE Training Policy

- Timeline: End of Fall 2023
- Recency Requirement
- Developing Procedures
- Who should be prioritized
- Points/Compensation
- Record Keeping
 - Need a separate workgroup through DEAC to move this forward, perhaps with Curriculum Committee
 - Chris - DE Addendum isn't as ideal or accurate as what we should be doing. Timeline, yes, but is the Addendum as a document adequate? Curriculum only asks for the person filling out the Addendum, but the teacher may be different
 - Lena - Math has almost 100 sections - who is required to take the training? The faculty? Adjunct faculty?

10. Committee Updates and Resource Sharing

11. Agenda Items for Next Meeting

- CSM DE Training Policy Discussion
 - Recency Requirement

Next Meeting:

- Date of the Next Meeting: Wednesday, October 5, 2022
- Paul will demo his use of Wakelet

Summary Prepared by

- Donna Eyestone and Erica Reynolds on September 7, 2022