CSM Distance Education Advisory Committee
Meeting Summary

Wednesday, November 2, 2022, 12:00 p.m. to 1:00 p.m.,
Zoom Meeting Link: https://smccd.zoom.us/j/87053945769
Meeting Slides for November 2, 2022

Members Present: 13 present

Geri Bodeker (ASLT/Library), Diana Bennett (Creative Arts & Social Science), (Donna Eyestone (ASLT/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), Chris Smith (ITS), Lilya Vorobey (Business/Technology), Christopher Walker (Curriculum Committee)

Not Present: Tarana Chapple (ASLT Dean), Joe Mangan (Kinesiology), Madeleine Murphy (Language Arts), Carol Newkirk-Sakaguchi (DSPS), Mike Schmidt (Kinesiology),

Agenda Items Discussed:

1. Brown Act
   ○ Resolution Ongoing proclaimed state of emergency relating to the novel coronavirus causing the disease known as COVID-19.
     ■ Resolution Approved by consensus
   ○ Update AB-361 and AB-2449
   ○ ACTION: Diana Bennett will look into whether DEAC falls under Brown Act

2. Review and Approve Agenda
   ○ Approved - moved Diana and seconded Donna

3. Review and Approve Meeting Summary from October
   ○ Approved meeting summary for October 5th moved Jennifer and seconded Michelle

4. CVC-OEI Updates
   ○ CVC-OEI Updates- Home College status, meetings taking place next week
     ■ Integration currently on the Banner side
   ○ POCR - 2 processes: Reviewer & Reviewee, shared document with POCR process at other colleges (determine how many folks perform the actual review)

5. Educational Master Plan
   ○ CSM Institutional Priorities 2023-2029
     ■ Board will review tonight. Action Steps grid from 2023-2029
     ■ This is separate from our DE plan
6. DE Addendum Language Revisions
   - Working with Curriculum Committee for making the process a little more thoughtful. This will be done by Summer 2023

7. CSM DE Training Policy Recency
   - 3-year distance education policy/recertification/recency
   - Pathways
     - QOTL 2 - multiple sections, facilitators could make that happen with a minimum of 2 cohorts each (with some potential dates we will share soon)
     - Course Review - summer of 2020 went through QOTL1 and didn’t really complete a comprehensive review. This 1:1 review would help faculty align courses. 25-hour equivalent, possibly with a video project that we can showcase (like at the end of QOTL2)
   - Equivalency
     - We don’t have this list completed/approved - but we won’t be able to do that for the 85 who will need the training.
   - Compensation
     - Questions about if this is way more expensive than administration planned, is there another option? This is being worked out at the admin level. VPI is exploring the budget.
   - Audience
     - About 195 unique faculty who will be teaching online in some way between Fall 22/Spring 23
     - 85 of them were trained in 2020
     - 26 completed in 2021
     - 16 completed in 2022
     - 68 have had no training
     - 85 faculty will need training over the next two semesters - these will prioritized
   - November 22 will have a share out from the Academic Senate president about the policy and what training will be available (and compensation)
   - Questions about enforcing a minimum standard for DE Courses (reviews)
   - Academic Freedom - faculty are still required to meet minimum standards
   - Consider using an OEI/Peralta “lite” rubric – similar to the one we used in Summer 2020
   - Consider “template” course
○ Consider making a working group for supporting development of quality online courses
○ Poll (80%) agreed to share recommendation to prioritize faculty teaching online and hybrid course, and to make QOTL2 or 25-hour review process. (20% did not vote)

8. Committee Updates
○ Identify December and Spring 2023 Presentations
  ■ District DEAC - academic honesty re: technology. Expanding conversation and considering flex day presos in the spring
  ■ Academic Senate - faculty participation for a technology institute workgroup and design thinking program (more to come from Andrea Vizenor)

9. Resource Sharing
○ Pronto Presentation (Hellen Pacheco)
  ■ Messaging - great for short messages, but can include videos, images, etc
  ■ Keeps the conversation active, easier to use than Inbox or email
  ■ Integrated into Canvas
  ■ Instructor can set expectations so students know when instructor is not available
  ■ Pronto Windows Desktop app - You don’t have to be logged into Canvas to see messages. Also a web browser version. Cell phone app.
  ■ Enabled for all classes already
  ■ Can create groups that span classes (like for an entire Dept. or Div.)
○ February - Christopher Smith (Panopto)

10. Agenda Items for Next Meeting

Next Meeting:
● Date of the Next Meeting: Wednesday, December 7, 2022

Summary Prepared by
● Jennifer Howze-Owens, Donna Eyestone and Erica Reynolds on November 2, 2022