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

- ○
  - ○ [CSM DE Plan 2021-2024](#)
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 im 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