

CSM Distance Education Advisory Committee Meeting Summary

Wednesday, December 7, 2022, 12:00 p.m. to 1:00 p.m.,
Zoom Meeting Link: <https://smccd.zoom.us/j/87053945769>
[Meeting Slides for December 7, 2022](#)

Members Present: 15 present

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), Madeleine Murphy (Language Arts), Michelle Mullane (Creative Arts & Social Science), Carol Newkirk-Sakaguchi (DSPS), Hellen Pacheco (Business/Technology), Erica Reynolds (Instructional Technologist), Alex Stonehewer-Bird (Student Representative), Chris Smith (ITS), Lilya Vorobey (Business/Technology), Christopher Walker (Curriculum Committee)

Not Present: Geri Bodeker (ASLT/Library), Tarana Chapple (ASLT Dean), Joe Mangan (Kinesiology), 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: Diana Bennett** will look into whether DEAC falls under Brown Act - will look into this for February
2. Review and Approve Agenda
 - Approved - moved Madeline and was seconded
3. Review and Approve Meeting Summary from November 2nd
 - Approved meeting summary for November 2nd moved by Diana and seconded by Donna
4. CVC-OEI Updates
 - Home College - The district has been meeting. Enrollment Services is all that's left. People are identified and will have updates in January.
5. Title V Updates
 - Course Standards
 - For each course offered, a community college shall make available to students through college publications all of the following facts before they enroll in the course:

- If the course is online and if so:
 - Online and in-person synchronous meetings;
 - Any required asynchronous in-person activities;
 - Any required technology platforms, devices and applications; and
 - Any test or assessment proctoring requirements
 - RSI and Accessibility
 - Adds “regular and substantive interaction”
 - “Substantive interaction” includes teaching, learning and assessment consistent with the content AND as least two of the following
 - Direct instruction
 - Accessing or providing feedback on coursework
 - Responding to questions
 - Facilitating group discussions
 - Other activities approved by the institution or accrediting agency
 - Added a definition of “accessible” in the context of distance education to ensure equal access on the first day of class
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6. CSM DE Recency Policy and Process
- Timeline (Budget & Messaging)
 - Academic Senate met on 11/22 and Jennifer presented the pathways (QOTL2 or a full-course redesign). They liked having these different paths. Jennifer provided them with numbers to be trained, trainers required, and budget. There was a request by Carla Interim VPI who wanted clarification about if multimodal training (DEAC and ITS) could be added to the policy. DE team felt that this was a pilot training and may not be appropriate for inclusion. We have a follow-up meeting on 12/16.
 - We may be interested in revisiting a community of practice approach with the multimodal training. Some of the rooms were not entirely finished at the time of the original SIMPL training.
 - Hellen asked about how to request a multimodal section, rather than hybrid? She wanted to make her live course available to sick students who couldn't attend in person. Her Dean said this was not allowed. Jennifer will bring this up with Carla.
 - Messaging will come from Senate
7. QOTL 2 Spring 2023 Sessions
- Session 1 - 2/13-3/24
 - Session 2 - 4/3-5/14

- QOTL Level 1 - Summer 2023 June 5-July 16, Fall 2022 TBD
- 8. Upgraded Classroom Support and Training
 - ITS training available 1/17-27
- 9. Committee Updates
 - Identify Spring 2023 Presentations
 - District DEAC
 - Canvas Credentials (Badgr) - there is a cost for this, looking for easier tracking mechanisms for PD
- 10. Resource Sharing
 - Adding HTML code/separators (Diana Bennett)
 - HR Tag (horizontal rule) used to separate content
 - Solid, double, dashed, dotted lines and different colors
 - <https://htmlcolorcodes.com> to find Hex color codes
 - Use the HTML editor in Canvas
 - Can set width of line (pixels)
 - HR Tag `<p style=" 2px dashed #FF5733; width: 50%; text-align: center; margin: 0 auto;"> </p>`
 - February - Chris Smith (Panopto)
 - March - Lena Feinman (Mastery Gradebook)
- 11. Agenda Items for Next Meeting
 - February Resource Sharing - Christopher Smith (Panopto)
 - DE Plan 2024-2027 (Draft)

Next Meeting:

- Date of the Next Meeting: Wednesday, February 1, 2023

Summary Prepared by

- Jennifer Howze-Owens, Donna Eyestone and Erica Reynolds on December 7, 2022