CSM Distance Education Advisory Committee
Meeting Summary

Wednesday, December 6, 2023, 12:00 p.m. to 1:00 p.m.,
Zoom Meeting Link: https://smccd.zoom.us/j/84235446283
Meeting Slides for December 6, 2023

Members Present: 16 present

Donna Eyestone (ASLT/DE Coordinator), Lena Feinman (Math & Science), Sebrianne Ferguson (ITS), Atheena Haniff-Martinez (Counseling), 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), Lia Thomas (ASLT/Library), Jennifer Van Sijll (Language Arts), Lilya Vorobey (Business/Technology), Doug Williams (Kinesiology), Laura Woltag (Language Arts), Jonathan H (Guest)

Not Present: Diana Bennett (Creative Arts & Social Science), (Student Representative), Mike Schmidt (Kinesiology), Carol Newkirk-Sakaguchi (DSPS), Jeramy Wallace (Curriculum Committee).

Introductions to welcome new members

Agenda Items Discussed:
1. Review and Approve Agenda
   - Approved by Hellen and was seconded by Lia
2. Review and Approve Meeting Summary from Nov 1, 2023
   - Approved meeting summary for Nov 1, 2023   moved by Lia and seconded by Hellen
3. @ONE Course Updates and POCR
   - @One Course Updates
     - https://catalog.onlinenetworkofeducators.org/
   - Local POCR
     - Looking for course and for reviewers
       - For courses to be reviewed, we would import content into sandbox to remove any student data.
       - Creative Writing (ENGL 161/162/162) and ENGL 110
       - Lena can be reviewer
       - Shelly can talk about process

- Our first review to decide our process. There will be a couple of reviewers looking to see if your course is aligned with OEI
- Instructor will work with team to align course to rubric
- Once we feel that is aligned then send course to OEI to see if our alignment matches the cvc-oei standard.
- Susan Khan - Reviewer
- Shelly: deadline would be to have course ready for Spring 2025
- Lena asked if we need to complete Section d (accessibility) certified. Donna will follow up with CVC to verify if all reviewers need to be certified in Section D.
- Paul: revision process. Once you make a revised version, you can make changes still once your course is aligned with the rubric.
- Hellen: Does the courses must be fully online? Donna: Yes. Ultimately courses will need to have CIDs before they go into Consortium.
- Paul: offer his BIOL 100 for review

4. [Academic Senate ByLaws Update](#) and Vote
    - Committee Structure
        - The committee is tri-chaired by the Distance Education Coordinator, Instructional Designer, and Instructional Technologist.
        - Faculty representatives, elected by division, serve a two-year term.
        - Ex-officio voting members include faculty DE Coordinator, Instructional Designer.
        - Voting members include faculty division representatives. The student representative will have an advising vote.
        - Non-voting members include the administration, Instructional Technologist, the director of the Disability Resource Center, and a representative from Information Technology Services. Committee meets monthly.
        - Faculty Tri-Chair is a voting member at large in the Academic Senate.
        - Erica highlighted changes that were made to the document
        - Quorum is 7 voting members
    - Meetings
        - Meets the first Wednesday of each month during the fall and spring semesters.
    - Vote to approve new Bylaws
        - Updates language to "Make recommendations to provide online resources for students to support equitable student learning and

achievement, such as library resources, learning resources, and academic support technologies."

- ■ Online vote to approve the amended bylaws. All in favor. Motion passes.

5. Ed Tech Updates - Erica did a demo of Pearson
   - ○ Pearson
     - ■ If you need any assistance with your course set up, please contact Hiromitsu Masuda at hiromitsu.masuda@pearson.com
     - ■ In your new Canvas course, you'll need to:
       1. Navigate to **Settings > Navigation** and choose **Disable** from the option menu for the old "**MyLab and Mastering**" and/or "**Pearson Revel**" tool in your Canvas course navigation.
       2. Next locate the "**Access Pearson**" tool and click **Enable** from the options menu. Scroll to the bottom of the page and click **Save**.
       3. Create your Pearson course using the new Access Pearson tool and enable grade sync to update assignment links and grade columns in Canvas.
          - ○ You can easily copy your previous Pearson course as normal. Here is a video walkthrough in case it helps.
          - ○ You can also find more detailed instructions on our Instructor Help page. Note: any old Pearson assignment 'deep link' in your Canvas modules will need to be replaced/updated
   - ○ Canvas Discussions - Erica showed these Canvas features
     - ■ Announcements Redesign
       - ● Instructor Guide
       - ● Student Guide
     - ■ Discussions Redesign
       - ● Instructor Guide
       - ● Student Guide
     - ■ Erica will check to see if post threads can be rolled from semester to semester.
   - ○ PopeTech Dashboard
     - ■ PopeTech Canvas Help Guides
       - ● Accessibility Guide
       - ● Accessibility Dashboard
     - ■ Lia asked if there would a similar resource like Las Positas College
     - ■ There was a request for PopeTech Flex workshop

6. Continued Discussion on DE Modalities and Emerging Technologies
   - ○ Jennifer framed the conversation

- Student (Jonathan) reported about a variety of ages/experiences in the classroom, wanted to make sure that everyone receives the best experience.
- Shelly wanted to revisit RSI in thinking about the modalities
- Laura see's a need for more professional development/community of practice because of needing to work in different modalities.

7. Committee Updates
   - Academic Senate
     -
   - OER/ZTC
     - Postponed until the December 2023 meeting.
   - District DEAC
     - November 13, 2023
       - [Presentation to District Academic Senate](#)
       - Proposed a Membership and Reporting Structure
     - December 11, 2023
       - District Academic Senate Votes to make DEAC a Subcommittee
     - January 2024
       - DEAC is an official committee of DAS?
     - Updates to QOTL 1 and QOTL 2
       - Create a QOTL 0 that will be self-paced
       - Revisit QOTL 1 to fix broken guide links and see how activities in QOTL 0 may impact QOTL 1
       - QOTL 2 modifications for Summer 2024 cohorts to use labor contract
   - Syllabus Lab
     -
   - AI District Flex Day - moderators
     - [Sign-Up to be an in-person moderator](#) for the January 11th Districtwide Flex Day at Skyline College.
   - Training recency
     - RSI
       - New Instructional Faculty regardless of modality
       - One-time requirement
     - QOTL 1
       - Spring 2024
         - April 1-May 13
       - Summer 2024
         - June 3 - July 15
     - QOTL 2

- Spring 2024
  - Cohort 1: Feb 12-Mar 24
  - Cohort 2: April 1-May 5
- Summer 2024
  - Cohort 1: June 3-July 7
  - Cohort 2: June 24-July 29
  - Division Updates
    - No Updates Shared
8. RSI Practices Sharing
   - February -
   - March -
   - April -
   - May -
9. Agenda Items for Future Meetings
   - Planning for 2023-2024
     - PD Brainstorm/ DE Training & Recency Policy
     - QOTL 1 Redesign
     - DE Plan 2024-2027
     - DE Faculty Handbook
   -

Next Meeting:

- Date of the Next Meeting: Wednesday, February 7, 2024

Summary Prepared by

- Donna Eyestone, Jennifer Howze-Owens and Erica Reynolds on December 6, 2023