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