

## **CSM Distance Education Advisory Committee Meeting Summary**

Wednesday, February 1, 2023, 12:00 p.m. to 1:00 p.m.,  
Zoom Meeting Link: <https://smccd.zoom.us/j/87053945769>  
[Meeting Slides for February 1, 2023](#)

### **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), Michelle Mullane (Creative Arts & Social Science), Madeleine Murphy (Language Arts), Carol Newkirk-Sakaguchi (DSPS), Hellen Pacheco (Business/Technology), Erica Reynolds (Instructional Technologist), Chris Smith (ITS), Lilya Vorobey (Business/Technology), Jing Wu (Language Arts)

Not Present: Geri Bodeker (ASLT/Library), Tarana Chapple (ASLT Dean), Joe Mangan (Kinesiology), Mike Schmidt (Kinesiology), (Student Representative), Christopher Walker (Curriculum Committee)

### **Agenda Items Discussed:**

1. Brown Act
  - We do not need to meet in person with the current version of the legislation. Emergency state ends on Feb 28, 2023
2. Review and Approve Agenda
  - Approved - moved Michelle and was seconded by Madeline
3. Review and Approve Meeting Summary from December 7th
  - Approved meeting summary for December 7 moved by Helen and seconded by Madeline
4. CVC-OEI Updates
  - Home College - In progress in terms of home college
5. Technology Grant Restructuring
  - Some duplicative work between all of the grant funded programs, so there may be room to streamline. As part of the streamline process, each program will end with this fiscal year.
  - Best way to stay up-to-date is to contact Donna Eyestone
  - @One
    - Being reconfigured to another form. Will be some iteration of PD offered through some organization. No @One courses after June 30th date are currently planned.

- DECT
  - The Chancellor's office may fund Canvas Studio, a tool similar to Panopto. So there may be duplicative services provided through DECT grant, 3C Media, and CCCConfer..
  - Carol Newkirk: I have not heard anything about the DECT grant going away. From a DSPS perspective.
  - Paul Hankamp: Encourage faculty to apply for DECT grant funds now.
- POCR
  - Likely will move from @ONE to CVC
- DEIA
- 6. CSM DE Recency Policy and Process
  - January 2022 - Present at the IAC meeting
  - VRC Registration Testing
    - Erica and Marisol have been working with Susan Khan on piloting VRC for QOTL 2 registration
  - Messaging for AS and Divisions
- 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
  - <https://collegeofsanmateo.edu/distanceeducation/facultytraining.asp>
- 8. Committee Updates
  - Jennifer Howze-Owens
    - A workgroup is being formed under Academic Senate and being led by Daniel Keller to address concerns around ChatGDP/AI technologies
    - Other committees are also working on other aspects
  - Identify Spring 2023 Presentations
    - March Resource Sharing - Lena Feinman (Mastery Gradebook)
    - April Resource Sharing - Chris Smith (Panopto)
    - May Resource Sharing - Still looking for volunteers
- 9. Resource Sharing
  - PopeTeach (donna)
    - Accessibility checker tool.
    - Runs similar accessibility like Canvas accessibility checker
    - Paid option allows us to run accessibility checks across institutions. For example, we can run a check and see general accessibility trends/issues at our college.
    - Canvas accessibility found 3 errors, Pope Teach found 6. Just like Canvas accessibility checker, you can fix errors within the check tool.

- Pope Tech does a better job of finding and fixing heading levels
- As you fix things in Pope Tech, the Canvas accessibility checker also updates
- Hellen- How do we integrate PopeTech into our Canvas course? The Chancellor's office has a version that is available currently in the Rich Content Editor in Canvas.
- Paid version (\$11k ) allows us to do a course level and/or college wide scan
- Lena, Hellen, and Shelly want to be added to the PopeTest trial course.
- Madeleine - From an overall perspective, it sounds really helpful to get an institutional/college scan so we can have focused communications, trainings, and/or support for faculty/staff. For example, send out a reminder to double check your headings.
- Paul Hankamp - UDOIT often crashes and it is not reliable. Has been a barrier to using.
- Chris Smith - UDOIT we can update/upgrade. Is at the course level. PopeTech answers the question if the content is accessible.

#### 10. Agenda Items for Next Meeting

- March Resource Sharing - Lena Feinman (Mastery Gradebook)
- April Resource Sharing - Chris Smith (Panopto)
- Apps for Renewal (Doorcard, Accounts.smccd.edu, Proctorio)
- DE Plan 2024-2027 (Draft)

#### **Next Meeting:**

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

#### **Summary Prepared by**

- Jennifer Howze-Owens, Donna Eystone and Erica Reynolds on February 1, 2023