CSM Distance Education Advisory Committee
Meeting Summary

Wednesday, March 1, 2023, 12:00 p.m. to 1:00 p.m.,
Zoom Meeting Link: https://smccd.zoom.us/j/87053945769
Meeting Slides for March 1, 2023

Members Present: 15 present

Diana Bennett (Creative Arts & Social Science), Geri Bodeker (ASLT/Library), Tarana Chapple (ASLT Dean), 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), Sebrianne Ferguson (Guest)

Not Present: Joe Mangan (Kinesiology), Mike Schmidt (Kinesiology), (Student Representative), Christopher Walker (Curriculum Committee), Jing Wu (Language Arts)

Agenda Items Discussed:
1. Review and Approve Agenda
    ○ Approved - moved by Shelly and was seconded by Hellen
2. Review and Approve Meeting Summary from February 1st
    ○ Approved meeting summary for February 1st moved by Shelly and seconded by Lilya
3. CVC-OEI Updates
    ○ Funding Updates -
        ■ Still commitment to PD. Courses will likely stay the same
        ■ OTC is a go
4. CSM DE Recency Policy and Process
    ○ Academic Senate email to all faculty on Feb 6
    ○ QOTL2 cohort began Feb 13 - later cohorts are already filling
    ○ IDs visited division meetings to answer questions
    ○ VRC Registration (59 across 4 cohorts) led by Susan Khan (85 approximately need training)
    ○ Pathway 2 Planning - team met on 2/28 to work through this more individualized course revisions with CVC-OEI Rubric

- Academic Senate agreed that synchronous online instructors need the training as well
- For the April cohort, it is unlikely that you will get a seat if you are on the waitlist and it is recommended that folks register for Summer
- Jennifer shared the dates for the upcoming QOTL1, QOTL2, and RSI courses
- If faculty have taken "equivalent" QOTL 1 training, then can send waivers to Tarana, QOTL2 there are no waivers at this time, and RSI is very specific to CSM and how we are meeting our ACCJC recommendations and is required by all faculty

5. QOTL 2 Sessions
   - QOTL 2 Spring 2023 Sessions
     - ~~Session 1 - 2/13-3/24~~
     - ~~Session 2 - 4/3-5/14~~
   - Summer 1 - 6/5-7/16
   - Summer 2 - 6/20-7/30
   - QOTL 1 Summer
     - 6/5/23 - 7/16/23
   - Course Review (Pathway 2)
     - Summer
   - https://collegeofsanmateo.edu/distanceeducation/facultytraining.asp

6. ACCJC Midterm Report and DE Plan 2024-2027 (Draft)
   - ACCJC Midterm Report is required for all institutions in the 4th year of the seven-year review cycle. It provides progress update regarding improvement plans, improvement recommendations, quality focus projects, and student learning and achievement outcomes
   - March 2023 - March 21, 2023. Accreditation Oversight Committee Writing Group meets and writing begins.
   - April 2023 - Draft to CSM: DEAC is submitted. Committee members read draft and submit feedback by April 19th.
   - May 2023 - Committee edits incorporated and a final draft is approved on May 3rd. AOC writing group meets May 11th.
   - June/July 2023 - AOC writing groups meets. DE will link to updated evidence and make any formatting changes.
   - August 2023 - August 1st Draft due in preparation for the first IPC meeting in mid-August.
   - September 2023 - Midterm Report is submitted to Board. Updates and changes will be reported back to CSM: DEAC. Begin writing DE Plan 2024-2027.

7. DTL Committee - Modality Definitions
   - WebSchedules shows different icons for different modalities.

- Jennifer talked us through the updated public-facing definitions and the committee spent a few minutes reading through the document and comments were added.
- DTL will meet today to discuss these changes.

8. Committee Updates
    - AI Workgroup discussing the questions, lots of feedback from people who attend the meeting. Breadth is good from both pros and cons. Academic Integrity/Academic Honesty policies. Academic Senate reports this progress out each week. The proposed outcomes are a possible 4/20 flex session with 20-mins from the AI workgroup and leave the remaining time for questions. Risks and Benefits of AI. Susan wants to bring students into the conversation, but may want to wait for that. Question if faculty need a training/workshop sooner than Flex Day. Geri Bodeker and Chris Smith (ITS) are both interested in participating.
        - Feb 13 - Meeting #1
            - Developed questions to be addressed
            - Topics: equity, assessment, benefits, big picture, risks, policy questions
    - District DEAC
        - Fall QOTL2 dates and reviewed the DTL document
    - Identify Spring 2023 Presentations
        - April Resource Sharing - Lena Feinman (Mastery Gradebook)
        - May Resource Sharing - Still looking for volunteers

9. Resource Sharing
    - Panopto (Chris Smith and Sebrianne Ferguson)
    - Sebrianne shared how to copy Panopto resources from one class to another
        - If you want to share your Fall videos with your Spring course, then you will need to go into your Fall course and click the Panopto link. Under the share settings, you will want Share the videos with your Spring course. Make sure that you choose the "viewer" option for the course.
        - Recommended way: Batch copy
            - Go into your Fall course, and click the open in Panopto button. It will open in Panopto.com. You can select one video or all videos and click the Copy button. From the Copy to menu, choose your Spring course. You are making a reference copy or link to the original video.
        - For Panopto support, you can contact the vendor directly using:
            - 24/7 Support: (855)-765-2341
            - Email: support@panopto.com

- Submit a ticket or Live Chat with a Representative: support.panopto.com
- IT might be available to host an afternoon session sometime showing all the ins and outs of Panopto. Chris Smith is the contact.
- Overview and quick start available on https://faculty.smccd.edu/instructional-tech/panopto.php

10. Agenda Items for Future Meetings
  - ACCJC Midterm Draft
  - April Resource Sharing - Lena Feinman (Mastery Gradebook)
  - Apps for Renewal (Doorcard, Accounts.smccd.edu, Proctorio)

Next Meeting:

- Date of the Next Meeting: Wednesday, April 5, 2023

Summary Prepared by

- Jennifer Howze-Owens, Donna Eyestone and Erica Reynolds on March 1, 2023