

CSM Distance Education Advisory Committee Meeting Summary

Wednesday, April 5, 2023, 12:00 p.m. to 1:00 p.m.,
Zoom Meeting Link: <https://smccd.zoom.us/j/87053945769>
[Meeting Slides for April 5, 2023](#)

Members Present: 11 present

Geri Bodeker (ASLT/Library), 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), Hellen Pacheco (Business/Technology), Erica Reynolds (Instructional Technologist), Chris Smith (ITS), Laura Woltag (Language Arts)

Not Present: Diana Bennett (Creative Arts & Social Science), Tarana Chapple (ASLT Dean), Donna Eystone (ASLT/DE Coordinator), Joe Mangan (Kinesiology), Carol Newkirk-Sakaguchi (DSPS), Mike Schmidt (Kinesiology), (Student Representative), Lilya Vorobey (Business/Technology), Christopher Walker (Curriculum Committee)

Agenda Items Discussed:

1. Review and Approve Agenda
 - Approved - moved by Shelly and was seconded by Hellen
2. Review and Approve Meeting Summary from Mar 1, 2023
 - Approved meeting summary for March 1st moved by Shelly and seconded by Hellen
3. STAC-STARTE
 - Software Acquisition
 - We are collecting feedback from divisions until early May. Please provide results to your dean as the instructional deans will work together to make final decisions.
 - Chris will meet with deans next week
 - [Systemwide Technology Access](#) Website
 - Systemwide Technology Access Collaborative (STAC)
 - Ally (Blackboard) - Online Content Accessibility & Alternate Media Formats
 - Impact by Instructure - EdTech Adoption Platform
 - Labster - Virtual Science Labs Platform

- NameCoach - Name Pronunciation, Gender Identification & Virtual Commencement Platform
 - NetTutor (Link-Systems) - Online Tutoring Services
 - Pronto - Online Student Engagement Platform
 - VeriCite SimCheck (Turnitin) - Academic Integrity Platform
 - Systemwide Technology Access Resource Tools for Education (STARTE)
 - Adobe – Educational support software solutions
 - California Connects – Wireless mobile internet
 - CDW-G – Laptops
 - ConexED – Virtual student engagement platform
 - Esri – Geographic information system software solutions
 - FeedbackFruits – Virtual student feedback platform
 - Proctorio – Online proctoring services
- 4. ACCJC Midterm Report
 - ACCJC Midterm Report Update
 - [Draft Midterm Report Outline](#)
 - March 2023 - March 21, 2023. Accreditation Oversight Committee Writing Group met. Sections were assigned. Kristi Ridgway will be the Lead writer.
 - April 2023 - CSM: DEAC | Outline is presented. Review of outline and bulleted points will be shared and discussed at CSM: DEAC.
 - May 2023 - CSM: DEAC | Outline Finalized. Any committee edits incorporated and a final outline is approved on May 3rd. Will submit to Kristi Ridgway to begin writing.
 - 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.
- 5. Professional Development
 - [Jamboard Link](#)
 - Regular and Substantive Interaction
 - Accessibility - moved to next month's agenda
- 6. 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~~
 - Proposed 2023-24 dates will be approved by District DEAC. Hopefully within the next month.
 - QOTL 1 Summer
 - 6/5/23 - 7/16/23
 - Course Review (Pathway 2)
 - Summer
 - <https://collegeofsanmateo.edu/distanceeducation/facultytraining.asp>
- 7. Committee Updates
 - AI Workgroup
 - There are now 5 students who have joined the workgroup. They won't be able to attend all meetings, but will offer regular insights on the workgroup tasks and developments.
 - The workgroup is currently working on the following:
 - How is AI helpful to you, if at all?
 - What do we want to know from our students?*
 - What will we contribute to the 4/20 flex day?
 - The main focus will be on creating a survey for CSM students around AI and academic honesty issues. In the next meeting, we will brainstorm potential areas of inquiry and best ways to obtain responses.
 - Daniel Keller is also collaborating with IDs (Jennifer & Julieth) to develop a session for April Flex Day, focused on AI and academic honesty. The session structure is currently under development.
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 - OER
 - Survey Data
 - Academic Senate
 - Will share second pathway (Course Re-Design) for instructors who may need more one-on-one support to meet DE Training policy.
 - Identify Spring 2023 Presentations
 - May Resource Sharing - Geri will give a 5 minute share out on her 3 day ChatGPT boot camp this month.
- 8. Resource Sharing
 - Lena Feinman (Mastery Gradebook)
 - Can be used to measure mastery level of SLOs of any assignment
 - Use for assessing students' mastery of concepts/skills with Ungrading/Mastery Grading approach

- You can activate Learning Master Gradebook for both instructor and students. If you activate for students, then students will be able to view scores
- You must first create Learning Outcomes in Canvas first

9. Agenda Items for Future Meetings

- ACCJC Midterm Draft
- May Resource Sharing
- Apps for Renewal (Doorcard, Accounts.smccd.edu, Proctorio)
- Planning for 2023-2024
 - DE Addendum
 - DE Plan 2024-2027
 - DE Faculty Handbook

Next Meeting:

- Date of the Next Meeting: Wednesday, May 3, 2023

Summary Prepared by

- Jennifer Howze-Owens and Erica Reynolds on April 5, 2023