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 Eyestone (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-STARTIE
   ○ 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](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.
   - 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