

## CSM Distance Education Advisory Committee Meeting Summary

Wednesday, May 3, 2023, 12:00 p.m. to 1:00 p.m.,  
Zoom Meeting Link: <https://smccd.zoom.us/j/87053945769>  
[Meeting Slides for May 3, 2023](#)

### Members Present: 13 present

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), Hellen Pacheco (Business/Technology), Erica Reynolds (Instructional Technologist), Lilya Vorobey (Business/Technology), Laura Woltag (Language Arts)

Not Present: Diana Bennett (Creative Arts & Social Science), Joe Mangan (Kinesiology), Carol Newkirk-Sakaguchi (DSPS), Mike Schmidt (Kinesiology), (Student Representative), Christopher Walker (Curriculum Committee); Chris Smith (ITS)

### Agenda Items Discussed:

1. Review and Approve Agenda
  - Erica added an additional update around STAC resources to the agenda
  - Approved - moved by Shelly and was seconded by Lilya
2. Review and Approve Meeting Summary from Apr 5, 2023
  - Approved meeting summary for April 5th moved by Madeline and seconded by Shelly
3. ACCJC Midterm Report
  - ACCJC Midterm Report Update
    - [Draft Midterm Report Outline](#)
    - May 2023 - CSM: DEAC | Outline Finalized. Any committee edits incorporated and a final outline is approved on May 17th. Will submit to Kristi Ridgway to begin writing.
    - June/July 2023 - AOC writing groups meet. 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 the Board. Updates and changes will be reported back to CSM: DEAC. Begin writing DE Plan 2024-2027.

- Outline
  - Response to Recommendations
  - Policies
    - Regular and Substantive Contact
    - Regular and Substantive Interaction
    - DE Training Requirements Policy
  - Professional Development
    - RSI - 5 hours self paced
    - QOTL 1 and QOTL 2
    - POCR training
    - Microcourses
    - Lunch and Learn
    - Flex Day sessions
  - DE Team/Human Resources
    - Team has grown
  - Budget
    - Budget augmentation is our regular process
    - Fall resource request to continue the trainings
- Shared the draft report and asked for feedback from DEAC

#### 4. STAC Update

- Labster - Virtual Science Labs Platform
  - 11 courses over Fall and Spring
  - 292 unique users
  - 2 instructors
- NetTutor: 3 instructors
- Pronto: 3 instructors
- Turnitin: 1 instructor
- Adobe: 14 instructors
- California Connects: 2 instructors

#### 5. @One/CVC Update

- @One - CVC is transitioning program to be under their purview in July timeframe
- Courses and website are still available. Self-paced courses available and Summer courses are available but may be full.
- Under CSM website (PD/DE pages). Perhaps re-thinking the use/promotion of @One.
- These changes do not impact our work towards becoming a Home College. Local POCR is here to stay. Currently, we are waiting for the required connections so that Financial Aid and other student services can be incorporated with the CVC Exchange

## 6. QOTL Professional Development Updates

- QOTL 2 Fall 2023, Summer, and Spring 2024
  - Sept 11-Oct. 16
  - Feb 12 - Mar 24
  - Apr 1 - May 5
  - June 3-July 7
  - June 24-July 29
- QOTL 1 Spring 2024 Summer, and Summer 2024
  - June 5th - July 16
  - April 1-May 13
  - June 3 - July 15
- Course Review (Pathway 2)
  - Summer 2023
  - Available for
- <https://collegeofsanmateo.edu/distanceeducation/facultytraining.asp>
- Working with Academic Senate to get the dates out for the trainings

## 7. Committee Updates/Summer PD

- OER
  - First week of March 2023.
  - Course material preference
    - 26% prefer higher cost print materials
    - 22% prefer ZTC in an online format
    - 21% prefer LTC materials in online format
  - 61% of CSM students are aware of the icons in Webschedule
  - 50% awareness of LTC/ZTC because of professors
  - Students reported: If I were to label a LTC
    - 28% <\$10
    - 22% <\$20
- Academic Senate
  - Statewide Plenary passed
    - 13.06 S23 Considering the Merits and Faults of Artificial Intelligence in the Community College Classroom
      - To develop a framework for colleges to use in developing policies (present no later than Spring 2023 plenary)
    - 13.01 S23 Low Textbook Cost Designation and Search in CVC Online Course Finder
      - CVC add LTC designation
      - LTC symbol on CVC represents courses that do not exceed \$30

- Locally we decided our number for low-cost textbooks was \$40. When students were asked they identified lower numbers for low-cost textbooks.

## 8. Resource Sharing

- Geri Bodeker (ChatGBT Bootcamp)
  - Showed a clip of a video “The Revolution” from 60 Minutes (<https://www.cbsnews.com/video/60minutes-2023-04-16/>)
  - Geri shared some examples, capabilities, and limitations
    - Sometimes incorrect information
    - May produce harmful instructions or biased content
    - Doesn’t know much after 2021
    - Bad at sources
    - Based on languages
  - Ethical considerations
    - Privacy and data collection
    - Transparency and accountability
    - Digital divide
    - Intellectual freedom and censorship
    - Impact on employment
  - Biased
    - Doesn’t know “truth”
    - Limits intellectual inquiry
    - It needs to be checked
    - Can plagiarize without you knowing
  - What is it good at
    - Overcoming writer's block and brainstorming
    - Good at lighting the fire, not filling the pail
    - Good at comparing and contrasting
    - Prompting sophisticated thinking
    - Generating text
    - Improving work skills (writing, presentations)
    - Good for writing a resume, interview prep
    - Mapping out career growth
    - Exploring entrepreneurial opportunities
    - It is different than doing a search
  - Misconceptions
    - Doesn’t understand human emotions
    - Won’t replace humans in all fields
    - Chatbots cannot understand and respond to any question

- Can't infer meaning
- Questions/Comments:
  - Does this jump start creative juices or does it do the work?
  - Creates illusion that there is an authority with the "right answer"
  - Google Bard: Helped me as an instructor get my creative juices. Asked about how I can integrate equity-minded practices in my classroom
  - Turnitin: Can detect AI
  - As an instructor, part of my job will be facilitating my students use of these tools consciously and intentionally
  - At Flex Day, when are playing with ChatGPT the tool could not identify sources of articles correctly
  - Be leary of when Turnitin identifies AI. Sometimes gives false notifications.
  - Does library have plans to develop training/materials around using ChatGBT as part of InfoLiteracy
  - LibGuide Skyline has created that we share with faculty: <https://guides.skylinecollege.edu/ai/tryit>
  - CSM AI Workgroup padlet: <https://padlet.com/juliethdiazbenitez1/academic-technologies-academic-honesty-resource-gallery-fgwnmb5xetqtzlw>

#### 9. Agenda Items for Future Meetings

- Planning for 2023-2024
  - DE Addendum
  - DE Plan 2024-2027
  - DE Faculty Handbook
- We can still meet online – and there was consensus to continue meeting online on the first Wednesday of the month.

#### **Next Meeting:**

- Date of the Next Meeting: Wednesday, September 6, 2023

#### **Summary Prepared by**

- Donna Eyestone, Jennifer Howze-Owens and Erica Reynolds on May 3, 2023