Distance Education and Educational Technology Committee

Meeting Summary

Wednesday, February 13, 2019, 12:00 p.m. to 1:00 p.m., Center for Academic Excellence (18-206)

Members Present:

Brian Besnyi, Diana Bennett, Paul Hankamp, Sue Hwang An, Judy Lariviere, Trang Luong, Joe Mangan, Carol Newkirk-Sakaguchi, Rosemary Nurre, Erica Reynolds, Jasmine Robinson, Jing Wu

Action on Agenda:

Approved meeting agenda.

Action on Meeting Summary:

Approved previous meeting summary.

Issues Discussed:

- Share-out from Committee Members
  - DEAC Updates
    - Faculty Accessibility Support
      - DEAC is reviewing the faculty accessibility job description and discussing logistics such as should the position be shared by all three campuses or does each campus need a faculty accessibility specialist.
      - The CSM DE Resource Request included a faculty accessibility specialist. However, given our new program review process, it would be a good idea for each department to include the position in their resource request for Fall 2019.
    - Managing District DEAC Website
      - Allison Hughes will be updating the website with DEAC meeting summary and agendas.
    - Online Faculty Training/Re-Training
      - All three colleges met to agree on some minimum requirements. Skyline, Canada, and College of San Mateo developed the online course for DE faculty. While Skyline and Canada have been delivering this course online, CSM has been providing this material as a face-to-face course. This Summer 2019, CSM will launch the course as a 5-week online class. We agreed that a

faculty member should receive training in online pedagogy, lms (Canvas) features, and accessibility.
- Online Faculty Training Stipends/Hourly Rate
  - Still in negotiation with DAS. Probably moving towards hourly at special rate instead of a lump sum, due to required benefits.
- Regular and Effective Contact
  - The language currently being developed for Curricunet DE Addendum, and it should be implemented by Summer 2019.
- DE Evaluation & OEI Rubric
  - Lezlee Ware and Bianca Rowden-Quince are developing draft for changes to the Online Observation Form, which will include better alignment with the OEI rubric and updating language around the use of technology
- DE Flex Day Trainings
  - District Academic Senate asked that the three colleges work together to develop workshops around specific DE topics and tools. For the March 29th Flex Day, all three colleges will present a workshop at Skyline around regular and effective contact.

- Report from each Division rep
  - Math Science
    - This past Friday, Erica Reynolds and Pearson presented on Accessibility and Publisher Materials. After the presentation and at the DEETC meeting, it was discussed that Erica should not be the person responsible for teaching the campus community about inclusive access and textbook accessibility.
  - ITS
    - Board approval for OneLogin
    - Changes in OEI. More transparency between colleges. We can see other courses from other colleges and other colleges have been able to change account information within our own instance of Canvas.
    - Trying to get Camtasia-like solution for lecture recording/captioning called Screencast-o-matic. Wait to see if we can get now or wait until July 1st.
    - Zoom has appointment office hours features now, so you can use with Canvas integration. You can attend webinars hosted by the Chancellor's Office at the dates below:
      - [March 7th from 12-1 pm webinar](#)
    - Web Accessibility Taskforce will be meeting on Thursday, February 14th.
  - DRC
    - Judy and Erica presented about "The Publisher Tells Me it's Accessible. Is it Really?" during Flex Day and at the Creative Arts and Social Science Division meeting.

- [VitalSource Bookshelf App](#) is a great free resource that provides a similar experience to Kurzweil
  - Counseling
    - Trying Zoom for counseling appointments, with Canvas integration
  - Language Arts/ESL
    - ESL will start the first hybrid course in March
    - LAD Division is using Canvas to share and collect resources, announcements, etc.
  - Business/Technology
    - Recommended Language for Accessibility
      - Message to all Dean
        i. Include faculty support specialist
        ii. Accessibility language for DE Addendum
  - Creative Arts and
    - Notices from the Wellness Center
      - Can we get a video from these services
        i. We can use students to help create these
      - Talk to Tarana about bringing this issue up to Administrator's Council to create a video for all these student services.
    - Jaz stated that the CRM may be able to provide any eligible services to students upon logging into the system, however, this service is probably two years down the road for implementation.
  - Kinesiology
    - Approached by a publisher to write an Intro to Kinesiology. Joe Mangan said they will start with Accessibility.

- Principles of Online Teaching
  - Process. Instructors fill-out application and return to Deans. Deans will consult with VPI on who final 12 participants will be. Application Due on March 1st.
  - The class is geared towards instructors who are new to online teaching and learning. However, we encourage all interested faculty to apply. It will be up to the Deans and VPI who will be part of the participating cohort.
- Agenda Items for Next Meeting
  - DE Strategic Plan

Next Meeting:
- Wednesday, March 13, 12:00 - 1:00 PM

Summary Prepared by:
Erica Reynolds on February 13, 2019