Distance Education and Educational Technology Committee

Meeting Summary

Wednesday, March 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 with edits from Christopher Smith’s feedback.

Issues Discussed:

● Share-out from Committee Members
  ○ DEAC Updates
    ■ Faculty Accessibility Support
      ● Members of DEAC continue to revise the “Instructional Accessibility Specialist” job description, duties, and education.
    ■ Managing District DEAC Website
      ● Allison Hughes has launched the new DEAC website available at https://smccd.edu/deac/
    ■ Online Faculty Training/Re-Training
      ● It was recommended that the training should be open to all 3 campuses to utilize our resources and create greater flexibility by increasing the number of workshop offerings.
    ■ Online Faculty Training Stipends/Hourly Rate
      ● On March 4th VP Council agenda.
      ● Lezlee Ware will follow-up with David Fuene about language. Can it be a stipend or will faculty get paid at an hourly rate, so that benefits can be factored in.
  ■ Regular and Effective Contact
    ● Distance Education Administrative Procedure exists, but Regular & Effective Contact is not Board approved as a separate item.
    ● is to flush out Regular and Effective section currently under the AP 6.12.1 Distance Education.
      ○ Rosemary recommended that the language needs to be codified for faculty. Perhaps, best practices around regular
and effective contact needs to be included.

- Paul Hankamp mentioned that the best practices will be included in updated DE Faculty Handbook.

- **DE Evaluation & OEI Rubric**
  - Lezlee Ware and Bianca Rowden-Quince are developing a draft, but will continue work after the updates to the Administrative Procedure are complete.
  - Rosemary asked for updates around the new virtual campus and OEI. With the new virtual campus, with OEI and resources go away.
    - Jaz clarified 115th college (virtual campus) and OEI are different entities and funded separately
      1. 115th college will offer, non-articulated courses and focus on workforce development
      2. OEI will continue to work with the CCCs to develop online articulated courses for degree/certificate completion

- **DE Flex Day Trainings - March 29**
  - 10:00 am to Noon: Skyline and CSM will present “Bringing Your Courses to Life with Video” at Skyline.
  - 9:00 am to 10:00 am: McGraw-Hill will present a WebEx on their accessibility features
  - **Link:** [https://mheducation.webex.com/join/wells.blanchard](https://mheducation.webex.com/join/wells.blanchard)

- Report from each Division rep about DE updates and Future Flex Day Activities
  - **Math Science**
    - No Updates
  - **ITS**
    - Screencast-o-matic was not approved this fiscal year. Colleges have to fund itself for a year, Recommend that
    - Proctorio is extremely expensive. $10 per student per class per pilot for 3 months. After pilot $20 per student. $20 is there a discounted rate negotiated by the Chancellor’s office. The initiative has been postponed did not get discussed at VPI Council
      - Need a strong push from faculty to let deans know and let VPI know.
    - **New Technology Workflow**
      - Jaz trying to streamline new technology workflow to VP Council
        1. IT: Data Security, Integration, Accessibility
        2. Purchase: Do we have funds to pay
      - ITS has been using the workflow now to vet data security and accessibility. For Presto Sports, College Safe, etc.
Carol asked about legacy software like Kurzweil, Freedom Scientific, etc.

Jaz is worried about cloud-based services purchased on Pro-Card and how they will be captured in the workflow.

Right now focused on software, but eventually will include hardware.

McGraw-Hill stated that there is a bug if your Canvas course is set to public, then your students cannot access your content.

DRC
- Judy attended the Flex Day OER workshop and stressed the need for an Instructional Accessibility Specialist to support faculty.

Counseling
- No Updates

Language Arts/ESL
- No Updates

Business/Technology
- No Updates

Creative Arts and Social Sciences
- No Updates

Kinesiology
- No Updates

Principles of Online Teaching Update
- Deans have consulted with VPI to choose final 12 participants
- Next Steps:
  - Deans will share out their division’s selection for POT at a division meeting and/or by email.
  - Faculty with any concerns regarding the selection list should consult their Academic Senate representative.

CaptionSync Demo and Grant Form
- Instructors teaching an online, hybrid, or face-to-face course using Canvas this Summer/Fall 2019 can apply
- Grant covers captioning and transcripts for YouTube and Vimeo URLs
- Applications due Tuesday, April 30th at 5:00 pm

DE Plan Updates
- DE Plan Previous Goals
  - Goal 1: Distance education is well integrated into CSM’s institutional initiatives and goals.
  - Goal 2: Comprehensive information is communicated to the college community about the range of programs and services available to distance learners.
  - Goal 3: Distance Education students have access to instructional, student services, learning resources and other support services which are
equitable to those available for students enrolled in face-to-face mode courses.

- **Goal 4:** Distance education courses have comparable rates of student success, completion, and satisfaction to on-campus courses.
- **Goal 5:** Faculty, staff, administrators, and instructional and student services support staff receives effective institutional support for distance education training and learning.
- **Goal 6:** Comprehensive administrative oversight and staffing for distance education allows students to accomplish their varied goals in a reasonable and predictable timeframe.

### DE Plan Revised Goals

- **Goal 1:** Distance education is well integrated into CSM’s institutional initiatives and goals.
- **Goal 2:** Comprehensive information is communicated to the college community about the courses and services available to distance learners.
- **Goal 3:** Distance Education students have access to instructional, student services, learning resources and other support services which are equitable to those available for students enrolled in face-to-face mode courses.
- **Goal 4:** Faculty, staff, administrators, and instructional and student services support staff receives effective institutional support for distance education training and learning.
- **Goal 5:** Increase synergy between District Distance Education Advisory Committee and College DE teams to provide district-wide infrastructure, resources, and support for online learning.

- Committee members approved new Goals.

### ISER Discussion and Feedback

- Program Review DE Trends
- Student Support Services for DE Students

### Agenda Items for Next Meeting

- Continue ISER Discussion
- Accessibility
  - Invite Mike Holtzclaw
  - Strategize how to bring the Equity office into accessibility discussion

### Next Meeting:

- Wednesday, April 10, 12:00 - 1:00 PM

### Summary Prepared by:

Erica Reynolds on March 13, 2019