

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](https://smccd.edu/deac/) 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.
 - i. 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>
- 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
 - i. IT: Data Security, Integration, Accessibility
 - ii. Purchase: Do we have funds to pay
 - iii. Business Dept: Insurance and Contracts
 - 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**
 - **Link:** <http://bit.ly/csmdect>
- 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