

## **Distance Education and Educational Technology Committee**

### **Meeting Summary**

Wednesday, April 10, 2019, 12:00 p.m. to 1:00 p.m., Center for Academic Excellence (18-206)

#### **Members Present:**

Nuri Ahmad (Student Representative), Brian Besnyi, Diana Bennett, Tarana Chapple, Paul Hankamp, Sue Hwang An, Judy Lariviere, Joe Mangan, Teresa Morris, Carol Newkirk-Sakaguchi, Rosemary Nurre, Erica Reynolds, Elnora Tayag

#### **Guests Present:**

Mike Holtzclaw

#### **Action on Agenda:**

Approved meeting agenda with additional items from Erica Reynolds.

#### **Action on Meeting Summary:**

Approved previous meeting summary.

#### **Issues Discussed:**

- Committee Name Change
  - Remove “Technology” from the name, to reduce confusion with the Technology Advisory Committee (TAC)
    - DE representation (ASLT Dean and Instructional Technologist)
    - Faculty representation
  - Consistent naming convention at 3 colleges and district
  - The committee members approved the name change from DEETC to DEAC
- Participation in CVC Finish Faster Online
  - Students can look-up courses for Summer 2019
  - Need ITS Support to create and submit CSV file
    - Instructions for submission located at <https://cvc.edu/course-finder-csv-instructions/>
- Share-out from Committee Members
  - DEAC Updates
    - Online Faculty Training Stipends/Hourly Rate
      - Within HR still some disagreement about language. Stipend vs. Hourly Rate.
    - AFT
      - Working on draft language for campus closure statement

- Campus closed. All classes face-to-face and online is canceled until further notice
- Student Survey
  - Collaborate on questions
  - Have individual campus PRIE administer a survey
- Regular and Effective Contact
  - Conversation at recent District Academic Senate meeting with Union rep present
  - BP 6.27.1 Distance Education Regular Effective Contact (Hybrid and Online Courses)
  - How can it be monitored/supported
  - Consultative Peer Review Group
    - Separate from Faculty Evaluation
    - Proactive vs. Reactive
    - Supportive, not Punitive
    - Trends and issues will help inform professional development
- DE Evaluation & OEI Rubric
  - SMCCCD Rubric that combines OEI rubric and Peralta's Equity Rubric
- 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.
    - 2 faculty members from CSM
  - 9:00 am to 10:00 am: McGraw-Hill will present a WebEx on their accessibility features
    - 2 attendees
- Report from each Division rep about DE updates and Future Flex Day Activities
  - Math Science
    - No Updates
  - ITS
    - Draft SMCCCD Rubric
  - DRC
    - No Updates
  - Counseling
    - No Updates
  - Language Arts/ESL
    - No Updates
  - Business/Technology
    - No Updates
  - Creative Arts and Social Sciences
    - No Updates
  - Library
    - Moving to CA-wide library catalog (LSP)
      - Integrations with ITS over Summer 2019
    - Migrate in December 2019 and Go Live in January 2020
    - Working with Marketing for messaging out to the community

- Could mean changes to links on Canvas, syllabi, for Fall 2019
  - Intent will be that your Gnumber will provide access (single sign-on)
  - LibGuides access will not be affected. Separate vendor.
- Kinesiology
  - No Updates
- Report from Student Representative
  - How are they getting support services for their DE courses
  - Nuri asked students and will follow up with more information at the May meeting.
    - EOPS and Dream Center are their main contact points for student support
    - International Students
      - i. Look at Canvas and instructors first before looking at student services
      - ii. Looking at syllabus
- Program Review DE Trends
  - Report back from Academic Senate (Rosemary Nurre)
    - Key Themes from Academic Senate
      - Need to do a better job from recruiting from high school
      - Data from program review is limited and discipline faculty lack the expertise to collect and analyze other data
      - Many programs, especially those with all adjunct faculty, need more Full-time faculty
      - There is still a pervasive misunderstanding/lack of understanding of educational equity, so many programs are requesting more training, especially as it relates to recruiting and retaining minoritized students.
        - i. When it gets into the classroom, what does equity mean?
      - Several programs requested more training in curriculum development, effective teaching practices/pedagogy, and in institutional competencies (e.g. ILOs)
      - Many disciplines see a need for more faculty representation in the Learning Center across the disciplines
      - Technology in the classrooms and that used by faculty are outdated, inaccessible to students, and not well-maintained by professionals
      - Class cancellations and course scheduling is making it difficult for students to complete their major courses in a timely manner
      - Many programs would like to know how we can better understand how well our students are doing after they transfer and how well we are preparing them for the four year universities and colleges.

- No specific DE thread/trend since DE is integrated into programs
- Accessibility
  - Erica R. explained that accessibility has come up a lot at our DEETC meetings, but is about supporting all of our students and really is a campus-wide initiative. While Paul, Erica, and the DRC staff have been trying to bandaid the issues, it may be a disservice to the community as it perpetuates the message that accessibility is a DE or DRC issue, when it is not. We asked Mike for his assistance in identifying resources and helping to communicate with the college that accessibility is a campus-wide issue.
  - Carol N. reiterated that a full-time accessibility specialist for the campus is needed. While she has tried to support faculty, the problem is growing and it is getting increasingly difficult to support and there are no resources on campus to direct faculty to for accessibility concerns.
  - Teresa M. noted that the discussion around accessibility is a cultural shift for our campus. Accessibility doesn't just affect faculty and students, but also our classified professional and admins.
  - Mike H. agreed that this is a campus-wide issue and he will bring up at Cabinet. He encouraged the entire campus community to talk about the need for accessibility support in their committees and in their program review and resources requests.
  - Tarana suggested bringing in a consultant to do a gap analysis to identify the scope of the issue and provide a plan.
  - Mike H. stated that finding a solution could be a 2-step process that may involve getting a grant to hire someone to do a gap analysis and then hire resources or find services to address the gaps.
  - Bryan mentioned that many campuses are currently hiring accessibility specialists making the market competitive. Time is of the essence.
- DE Plan Updates
  - Will present draft plan at next CSM DEAC meeting
- Committee will meet the first Tuesday of the month at 12 PM - 1 PM in the CAE for Fall 2019, will get final approval in May
- Agenda Items for Next Meeting
  - DE Plan Revision Approval

**Next Meeting:**

- Wednesday, May 8, 12:00 - 1:00 PM

**Summary Prepared by:**

Erica Reynolds on April 10, 2019