Faculty Committee on Online Education

Tuesday Apr. 21, 2020 12-1pm via Zoom. Please email public comments to: tsalvarado@pasadena.edu

# **Agenda**

1. Call to Order at 12:06pm. In attendance: Thea Alvarado, Mariella Baldo, Juan Leon, Kathy Green, David Evan, Joseph Hwang, Shelley Gaskin, Rhea Presiado.
2. Public comments- none.
3. Approve agenda for 4/21/20- Motion made by Juan, Shelley second. All approved.
4. Approve minutes 3/17/20 (in calendar invite in Outlook)- Motion made by Juan, Kathy 2nd. All approved.
5. Welcome new members! Suzanne Iwanicki (Natural Sciences) and Mariella Baldo (Noncredit)
6. Update on Campus DE Committee (CDEC) activities
   1. Remote Learning- the Chancellor’s Office is requiring training be offered for all faculty engaging in remote instruction who have not yet been trained as online instructors. The Distance Education Department is working on content for a CANVAS self-paced course. Faculty should not be requiring student attendance in synchronous sessions for their courses, but should post recorded videos of synchronous sessions so that all students can view them. If the remote instruction period is extended, faculty will need to get video transcribed to use recorded videos in future classes. Faculty should take care to ensure that identifying student information is not used in recordings if they hope to reuse them in future classes. Members also discussed the importance of authentic assessment in classes to ensure academic honesty, with so many classes being offered via remote instruction.
   2. Emergency Form D- any course that does not have an approved Form D already on file will need to fill out an Emergency Form D checklist before the end of the semester. This form will apply to the remainder of the emergency remote instruction period. Faculty can also go ahead and submit a Form D for their courses instead if they plan to teach this course in an online format in the future.
   3. Upcoming Training- an Eventbrite invitation went out to faculty this week to gauge interest in a PCC Online Teaching Certification course starting June 1, 2020. The number of cohorts will be decided by the number of faculty who respond. Anyone who plans to teach online after the emergency remote instruction period (who is not already a fully trained online instructor) is encouraged to go through this training.
7. Old Business

Negotiations Update- none.

Revising Recommendation 109 Distance Education Teacher Load- revised. Rhea moved, Dave 2nd, all in favor.

Adjunct Representative- The committee approved Arkova Scott as an alternate representative for Business. Her name will be submitted to the Academic Senate for approval as the Adjunct Representative once a spot opens up on the committee.

1. Announcements
   1. Next meeting scheduled for Tu. May 5, 2020 12-1pm via Zoom
   2. Online Teaching Conference still scheduled for June, possibly remote. An update will be emailed to participants in May.
   3. Congrats to newly tenured FCOE members!
   4. Natural Sciences has resolved many of the issues they were experiencing with Labster.
2. Adjourn at 12:53 pm.