

Campus DE Committee Meeting Minutes  
Tuesday, October 27, 2020  
11:00 am – 12:00 pm  
<https://cccconfer.zoom.us/j/8373626553>

- I) Call to Order: 11:05 am
  - a) In attendance: Thea Alvarado, Jason Bettrue, Akilah Brown, Maureen Davidson, Martha House, Kristy Jones, Kyle Schmidt, Tooktook Thonthiraj, Leslie Tirapelle
  - b) Absent: Albert Shin, Lan Truong
- II) Public Comment – none
- III) Welcome New Member
  - a) New Associated Student representative Kyle Schmidt (AS Chief Justice)
- IV) Discussion Items
  - a) Faculty Survey
    - Purpose – gather the information so the DE Department can better serve faculty and try to address gaps as best as possible
    - Review and incorporate feedback on survey questions
    - What additional support faculty feel they need from the administration or a blank section for commenting on something that may not have been addressed, such as camera privacy issues
    - Technology master plan does not address all these aspects that we need to know to function operationally/more efficiently
  - b) Student Survey
    - Purpose: learn more about online student experience and try to address gaps
    - Possibly collaborate with Associated Students to incorporate survey questions in one of their surveys. Possibly might get higher response rate.
    - Kyle mentioned the AS having preliminary discussions about putting out a privacy survey.
    - Not sure if this will still be done now that the CCC Chancellor's Office has shared a legal opinion regarding camera use in the online classroom.
    - Legal opinion did not outright say it was illegal to use cameras. What they stated was that faculty should use cameras sparingly and keep privacy and equity in mind.
    - Faculty Senate currently discussion cameras in the online classroom.
    - There has also been a subcommittee of Deans that have been discussing this topic as well.
    - Will need to add the privacy and camera topics to the draft revised DE Administrative Procedure.
    - Discussed some issues student have faced such as viewing rubrics, having to pay for some OER content, how due dates work in the discussion board (date is for all posts, not just initial post – there are no sub-dates).
    - Interested in learning when students are accessing courses, are they using the Canvas "To Do" list?
  - c) Faculty Guidelines
    - Tooktook noted we should clarify office hours – that there is help on scheduled days and times. Activity outside of those days and times don't count towards office hours. This is regular and effective contact with students in the class.
    - Noted that the faculty guidelines need to be incorporated into the faculty handbook (not a replacement for the handbook).

- DE department also pulling together a student FAQ – i.e. how to register for an online class, what's the difference between synchronous and asynchronous, how to read the schedule of classes, etc.
- Faculty need more awareness of OER and library resources

d) Faculty Website

- Thea recommends we find a way to make it easier for faculty to find/navigate the faculty DE website
- We will look at how search terms work on PCC website
- Both faculty and student site recently moved to a new platform, so they are both still works in progress

V) DE Administrative Procedure

- a) Leslie will share draft revisions

VI) Adjourn – 12:03 pm