

Campus DE Committee Meeting Minutes

Tuesday, September 15, 2020

11:00 am – 12:00 pm

<https://cccconfer.zoom.us/j/8373626553>

I. Call to Order at 11:05 am

In attendance: Thea Alvarado, Jason Bettrue, Akilah Brown, Maureen Davidson, Kristy Jones, Mark Sakata, Albert Shin, Tooktook Thongthiraj, Leslie Tirapelle

Absent: Martha Brown, Lan Truong

II. Public Comment - none

III. Discussion Items

1. Revision of DE AP

- Alignment with statewide practices, federal & state requirements, and accreditation requirements
- Learned new things during emergency online instruction to add to AP. Leslie and Thea have been working on the proposed revisions over the summer.
- Need to determine the best ways to define DE courses (especially now that we have synchronous online courses) so that students know what to expect when searching schedule of classes
- There is a new faulty contract. Will need to review and ensure any new items in FA contract that affect distance ed is reflected in DE AP
- Once revisions are complete, will share draft with committee and faculty DE committee. Will also share with Management Assoc. and Academic Senate for review and comments. Final draft of revised AP will then go to College Council for approval.
- Goal is to complete revisions and get approval ASAP before accreditation visit this spring.

2. Accreditation Visit

- ACCJC has decided in addition to the usual number of fully online classes to review, they also want sample of classes that were converted to online instruction due to the pandemic from Spring 2020.
- They have not issued guidelines for how to randomly select those courses. Do not know how the evaluation of those courses will affect their overall report.
- Need to communicate with all faculty that the classes being taught now is what will be reviewed in spring. They will be looking for regular/effective contact -- meaning discussion in forums, rubrics, feedback, announcements, etc. This is why it is important to spell out what is regular/effective contact in the AP.

- Synchronous remote instruction is new. Classes with scheduled synchronous classes still need to have same regular and effective contact elements as asynchronous courses (discussions, announcements, etc.) in Canvas. There needs to be ways for students to engage outside of synchronous sessions. Some instructors may think they don't need to develop any content in Canvas if they are teaching synchronously, which is not the case.

3. Board of Trustees Report

- Leslie gave presentation at September BOT meeting. Success and retention rates for online courses have now exceeded on-ground courses.
- We have a robust professional develop program for training faculty to teach online. Increases in success and retention rates align with when we started requiring a more streamlined and robust approach to professional development.
- Still discussing what kind of training (5 hour or 80 hour) to require for faculty to complete if we continue to be online on an Emergency basis in Winter/Spring; The committee can make recommendations to Dr. Giugni. The final decision is between FA and District.
- The Board was impressed with the growth of the Distance Education program. It is slow but steady over time.

4. Faculty and Student Surveys

- The Campus Technology committee is constructing a faculty survey to inform the campus technology master plan.
- We plan to create our own survey specific to the DE program and current needs/situation for faculty.
- Some possible questions/topics for the survey: What is faculty's satisfaction with current technology, professional development, tech support? What is missing? What do you need to better teach online? What are your students' biggest obstacles?
- Would also like to survey students. The Student Association develops their own surveys. We'll see if we can collaborate and incorporate our questions into their survey.

IV. Report from Faculty Committee on Online Education

1. Faculty contract

- Includes a distance education MOU. Negotiated up to 80% full time load for DE courses. Also includes a new distance education rubric for faculty evaluations. New faculty evaluation rubric specific to distance education.
- The new DE rubric will be used starting with Fall courses

V. Report from Distance Education Department

1. Technical support for faculty & students – DE department have been providing a tremendous amount of technical support to both faculty and students
2. Faculty Training Fall, Winter, Spring
 - 6 sections in Fall; will see how many sections we will need to crossover in winter so instructors are prepared for spring semester.
 - Still discussion how much training faculty will need to be able to teach in spring semester. Not sure what will happen with the 5-hour Self-paced training. There is some discussion about adding additional self-paced modules so training so the total is up to total of 10 hours for those faculty who choose not to do the full training. They will not be fully trained if they only do the self-paced option(s).
 - DE Coordinator position closed on Friday – still waiting to hear from Human Resources about applicants.
3. Instructional Technology (new or piloting)
 - Canvas – is “free” (paid by state). 24/7 faculty and student support moving to online chat/email form ticket request. They will be phasing out the 800 number for faculty and students.
 - DE currently pays for Ally. Kristy Jones is the primary point person. She holds office hours once a week and also schedules one-on-one meetings for instructors who need help. This tool is for faculty to self-asses the accessibility of course content.
 - Distance Ed pays for Name Coach, Turnitin, e-syllabus (Concourse), Screencast-o-matic
 - Portfolium is free until next year
 - State pays for Playposit, 3CMedia, Conferzoom
 - GoReact – piloting in performing arts department. It’s very expensive, so we may not be able to continue the subscription. The ASL program has been using it for years, but they had students pay an access fee to use it. We were able to get them on pilot program so they didn’t have to pay this term.
 - Proctorio being piloted in some math and science courses.
 - DE department pays for tools the campus can use as a whole (like Concourse, Ally, Turnitin), Divisions pays for software that is only discipline-specific. DE will support the integration for the discipline-specific tools they subscribe to, but does not pay for these are handle the procurement.

VI. 20/21 Committee goals

1. Update the Distance Education AP
 - Have draft of faculty DE survey ready by next meeting for review.
2. Revise Form D (purview of C&I so will need to coordinate with them)
3. Update Faculty Manual – coordinate with Faculty DE committee

4. More guidance for faculty and students from DSPS. Support for faculty to make course accessible, easier to find info for students who need support.

VII. Schedule fall meetings

1. 11am – 12 pm on Tuesdays.

VIII. Adjourned at 12:15 pm