

Campus DE Committee Meeting Minutes
Tuesday, September 29, 2020
11:00 am – 12:00 pm

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

- I) Call to Order at 11:00 am
 - a) In attendance: Thea Alvarado, Jason Bettrue, Akilah Brown, Maureen Davidson, Martha House, Kristy Jones, Mark Sakata, Albert Shin, Tooktook Thongthiraj, Leslie Tirapelle
 - b) Absent: Lan Truong
- II) Public Comment – none
- III) Approval of Minutes from 9/16/2020
 - a) Akilah Brown moves to approve minutes, Tooktook Thongthiraj seconds motion
 - b) Minutes from 9/16/20 are approved
- IV) Discussion Items
 - a) Faculty Professional Development (DE General)
 - Training for faculty teaching synchronous online courses
 - There appears to be lack of awareness by some faculty that they still need to have content in Canvas such as the syllabus, weekly schedule/outcomes, information on access to student services, asynchronous activities (Q&A, discussions, etc.), even if they are primarily teaching synchronously.
 - There needs be more consideration regarding length of synchronous sessions. Some synchronous sessions are just too long; some faculty are making them the same length of time as their on-ground class would have been -- which is not always effective.
 - Recommendation for training in best practices
 - Student Association wants to provide input on faculty training; have suggestions/concerns from students
 - b) Distance Education Self-Paced Training Part II – topics
 - Part II training may be required to teach online (in addition to Part I) for Spring if faculty do not complete the full training.
 - About another 5 hours
 - There have been no decisions regarding compensation for additional required training
 - Faculty who converted on-ground courses to fully-online will self-evaluate using OEI rubric
 - c) Faculty DE MOU
 - Review of recent signed DE MOU
 - Working conditions have to be negotiated
 - Procedural items will be in the AP
 - New items in MOU: full-time faculty can teach up to 80%; virtual office hours; peer evaluator needs to be certified for distance education, new evaluation form for fully online courses or the online portion of hybrid classes; addresses all the elements that need to be in an online course
 - d) Faculty DE Guidelines – review of draft
 - <https://canvas.pasadena.edu/courses/1096523/pages/distance-education-guidelines>
 - Add procedure/process for DSPS students
 - What are best ways to get this information out to faculty? How do we get faculty to read the information and put it into practice? How do we make it easier to find the information?
 - Deans could be asked to send these guidelines out to their faculty.

- Target message in Canvas directly to faculty (so students don't see it) about where to find guidelines
- e) Faculty Learning Center – review
 - <https://canvas.pasadena.edu/courses/1096523>
- f) Revised DE AP – postpone until next meeting
- V) Collaboration/Review
 - a) Leslie will email links for three documents for your suggestions/review:
 - Questions for faculty survey
 - Questions for student survey
 - Suggestions for additions to DE Guidelines
- VI) Adjourn – 11:58 am