**Distance Education Committee**

**Monday, February 8, 2021**

* Welcome and Introductions

Meeting began @ 1:00

Why do you think we did a good job?

Thank you all for a great Fall semester.

* Approve minutes from:
  + DE Committee Meeting- December 14

Benjamin Allen, lots of corrections. Decided to defer until corrected.

* Updates
  + Student Priorities & Updates

Malhi- Students have been talking about honorlock. Mostly bad reactions because of privacy concerns. Online proctoring system that respects student’s privacy. Other update is at BCC assemble a task force, feedback from students. Chris and I are working closely on it we're trying to recruit students that could provide more feedback from BCC. Vision of every campus has their own task force. Just by incorporating more student perspective at the end of the day and suggesting more changes, and I feel like it could really be effective at this,

* + College DE Committee updates

**BCC:** Had a robust discussion regarding section D in the Poker and consortium. Trying to get ideas and expertise for accessibility section and the POCR review. Honorlock came to BCC academic senate discussion. There are needs that haven’t met yet with Poker. There can be review given the materials. A lot to logistically sort out as we build the Poker process. We have three courses back the faculty. They all need to work on some areas of the criteria so how do we then check those again before they get submitted to the state? We don’t have answers for some questions. It would be good to have coordination between the campuses. Review process gets faster as we do more, but seems like there is no end point. You can always make your classes better. Even discussions “chunking” and what it means. Define that differently.

**COA:** Running our first cohort on becoming a better online training. Submitted proposal for Poker funding to the VPI. Since we haven’t heard from our district proposal, checked with the VPI to leverage some Canvas funds. 4 faculty that are Poker trained and certified, working on two course reviews. Apply to be a certified campus.

**Laney**- Haven’t had our DE committee meeting yet, but meeting with VPI has approved some course design positions. Small stipend award. Our Poker proposal is still pending, not approved yet. Chelsea is still working on equity rubric stuff and POCR stuff this semester. We have 5-6 instructors who are Poker certified. That is at the top of our list for this academic year to ensure that we become part of the consortium Push some courses through that process.

Will not continue to offer remote coaching for Canvas. Administration wants us to focus on course design. No office hours or remote coaching anymore.

Judy and Melissa were sharing a .7 and we’ve been reduced to .5 split between both of us. Given our low allocations there is no way we can offer those services and all of the other services we are required to do. Doesn’t seem as if it is a priority from our administration to fund the DE position. Judy and I are expected to take over DE Coaches roles. answer emails. It’s frustrating. The VPI said not to attend several meetings.

Put this on the agenda at the next meeting. Need to come up with a solution for this.

Inger: I really commend you and Judy if this semester, support you in setting boundaries around your work that is commensurate with what you're being paid or compensated. Definitely this committee could circle back and have an agenda item to address it. Not sure how much change comes from that.

Vicki- How can I advocate? It also affects students. What are the other loads at the other campuses?

COA DE Coordinator: 0.5

BCC DE Coordinators: 1.0

Merritt DE Coordinator: 0.4

**Merritt**- Asked our VPI to bring forward all allocation requests from so that we can understand what kind of DE needs requested by faculty and staff Most departments need basic things. That was helpful to see what is needed. Started our strategic planning for Poker. We are going to start about the Poker process, inviting people to participate. There will be 7 of us, ready to review courses. I don’t want us to be used, it should be balanced and should be paid for these things.

Bylaws: Asked to update bylaws. We never had bylaws. I’ve been asking around and I see there is no DE bylaws. I can share with you and you can adapt them. Didem and I talked about working as a team on it, so maybe we can add it in projects. Chair of EDT at Merritt. Made a new hire. Updated all 9 courses in Curricunet. There is nothing like we own the class, not trying to have monopoly on EDT. If you like an EDT class, you can clone it. Make sure we are still serving our communities.

* + District DE Coordinator update

Most exciting update, Peralta has joined the CVC-OIE consortium, all four colleges have become a member of the consortium. For the students exchange, there are a few steps left. Financial aid agreements need a couple of signatures. Thanks Vicki for following up with these signatures. The other thing is e-transcripts. Siri is following up on that, but during the DTC meeting on Friday I also reminded the IT leads that e-transcripts need to be set up. Hopefully, the process will be completed soon.

Combo classes. This semester Siri asked us to continue combining sections by taking extra precautions not to violate Ferpa in combined sections. We created a FERPA agreement and put it on the Canvas ticket request. (This was an idea came shared with When faculty request a ticket to combine sections, they need to check the box to confirm that they read the FERPA rules and agreed to comply with it. We are also asked to provide more training webinars not to violate Ferpa.

We have new LTIs this semester: Hypothesis, Padlet,.

With Padlet free version, you can create up to 6 free padlets, upgraded version allows unlimited use. Create as many as you want. Hypothesis is under contract.

Brielle Plump:

Hypothesis has been renewed.

Atomic Search which will allow faculty to search within their Canvas Shell a keyword to see where it shows up in their course. and Padlet.

Launched phase 2 of Ally. Going to be really helpful. there's going to be a community of practice training that happens monthly. Community of practice training, first one is Feb 26. the first one is February 26 so I’ll be sure to share that invite with everybody and then they're also able to do additional training for a cohort of 15 to 20 faculty members. As soon as I figure out the process for getting that setup I'll probably send out a Doodle poll and see who among us wants to attend that deep dive.

Honorlock- Working hard to build some resources to support faculty so that they are making really, really strategic decisions before they introduce Honorlock in their class. Not a lot of faculty using Honorlock. there is an Honorlock training that's going to be offered this Thursday at 10am.

Sending an announcement every Monday. Faculty must subscribe to Canvas shell to receive announcements. These announcements are designed to bring in just in time resources that have to do with where we are in the academic calendar I too am not doing office hours, I have found that they are not very helpful, it's hard to predict when people will need an office hour, so instead I have this submission form or folks can reach out and ask questions.

* Prioritize and launch projects for this year
  + One of the projects that this committee can help with is the preparation of the new DE Plan. We might have some workgroups based on the report Kevin shared in our last DE meeting:
    - DE Plan Assessment, DE Faculty/student surveys, delineation of who is responsible for what, things we’ve achieved in the last 3 years, things that we have challenges on, things we recognize as important, how to incorporate the college DE plans into the District DE plan.
  + Accessibility

We didn’t do much about accessibility in the fall semester. What can we do this semester to support accessibility for our faculty and students? I need your input for accessibility projects we can come up with. Siri is willing to provide some budget.

Cora: We should start incorporating accessibility into our equity plan, not as separate domains. Create resources that people could access.

Online Equity Training covers accessibility for all students from different background, identities, different cultures. It is a larger scope. Having a Canvas training on accessibility. How can we give faculty incentives to take the course? More support and time and usable resources for help for faculty.

Inger: Faculty would do so much more than they already do to make things accessible if they simply have the time and a good guide whether it's a person or self learning or video tutorials. I think this is a really good topic for this this committee to address this semester. One thing we can talk about this semester is using the Ally better because Ally helps you make your course more accessible. Teaching faculty how to use that resource can save a lot of time because it'll go through your course and do a bunch of checks and even teaches you how to fix things and that alone can go a long way to making a course more accessible.

Using Ally better, helps to make the course accessible. Teaches you how to fix things. If we could make a noncredit line of classes, could be a way. Siri strongly supported all of the projects in terms of accessibility.

Chris: Who is taking a POCR class know training is though C section, D (accessibility) is a separate review. There are two modules in the Canvas Commons that we can pull and adopt however we want. How to incentivize these folks to take EDT courses, if we can make a non-credit line of classes, that would have a poker training, a section D. Faculty members can take these courses, as professional development, but we could have all these courses lineup and the end result is having all these poker classes ready to be approved. some of the incentives are already are there, at least on a high level and we're all in the consortium, now we have to have poker approved. Very important for the consortium requirements. there's already materials made. We just have to adopt them for what we do at Peralta.

Didem: We can bring someone on board just for accessibility? I believe it won’t be a full time position, but maybe stipend.

Inger: We need to push the stipend thing off the radar. Faculty can't do part time jobs and full time jobs and get pennies on the hour to do all this crucial work. I feel like we should pass a resolution, as a committee that says, Nothing related to distance education should any more be stipends. This semester we need to do a resolution about get rid of the stipends and pay people load to do their work. I think we should put on the agenda next time to revisit a formal resolution to advocate for proper load payment for distance education, work across this district. Revisit a formal resolution to advocate for appropriate load for all DE work.

Brielle: We just invested in Ally. That tool will get us further.

Chris: Interesting questions about Ally. What meets section D requirements? 75%? 90%? I think Ally is great for flagging, but I think we can't overly rely on the technology. And we have to know how to use it.

Monica: Full load freed her to do her list last semester.

Jennifer- A free course or free canvas Shell, or whatever it is, people are not going to do it if it's not wrapped into their load and they shouldn't, we need to be a model for equity to. If we're expecting people to get paid and to do extra work, we want to be a model for that in our community and not continuing to do stuff for free and expecting faculty to do stuff for free to. Maybe we do consider stipending faculty for some of that. No more consultants, instead train us, you know, the people who are going to be here are the people who are going to stay and have longevity.

Cora- I agree with Jennifer about the consultants are so much more expensive than actually hourly rate. something we need to consider when proposing things is like really think things, all the way through to the implementation of the solution that we're providing so that we aren't ending up you know, like putting ourselves in a position where we have to do more work than we're getting paid for.

Monica: Did we ever find out if there is going to be one person per campus for accessibility? Each college campus was going to get an instructional designer and it was how to focus on equity and accessibility. I remember that came up in one of our meetings right.

Didem: We were told to have two full time instructional designers, but when we followed up with that last semester, we learned that it was not going to happen. We don’t know the reason. We just learned that we will have stipened course designers for courses who has 33 or more students. as a result of not everybody can get an embedded tutor.

Cora: Are we going to get a list or something thinking of how many people qualify at each campus?

Didem: not sure about the process. List of how many people quality for course designers. Jennifer Shanoski reaches out to them.

Inger: We can ask them to find out though he's our Union REP we can spend a between now and the next meeting, to find out what's kind of give us clarity, so that will know what is the current Union the status.

Melissa- At Laney it was our expectation that we were going to have a full time accessibility expert. For Poker process. Help our courses through that process. One of the best areas for them to be utilized is to help our courses through that process. and have a point person, if not at each college of least at the district for each of the colleges just review would be ideal.

Chris: I've looked at the consortium agreement, appendix B in particular, and there are a lot of requirements that come on the colleges around like resources and making sure that we have a poker process that were approved that we're working towards 20% is approved that we're meeting. With section 5 federal rehabilitation act in relation to accessibility, all these things. Administration has to meet the the consortium agreement the work isn't gonna get done if it's not paid work. I think that we need to be really clear and like stand in solidarity. I think it's on us to figure out a plan to do it, but they need to fund it. I don't know if the if the Union can help with this. We have to have 20% of our courses approved in two years, like and we have to have support to do it, and right now accessibility looks like a glaring hole. And no more stipends.

Cora: I have three sections that are over 32. I just wanted to know about the process so that when other instructors come to me and say why am I not gotten this you know offer I understand. I guess, I have to request of course designer who do you request a course designer from. This has been in conversation since June of last year, and they have any statement or thought about a process as I'm asking.

Meeting ended at @ 2:38.

Attendance:

Didem Ekici

Sarbhjot Malhi

Monica Ambalal

Benjamin Allen

Christopher Bernard

Vicki Ferguson

Adoria Williams

Irina Rivkin

Cora Leighton

Srujana Tumu

Brielle Plump

Inger Stark

Douglass Cobb

Jennifer Fowler

Melissa McElvane

Laura Leon-Maurice