**PCCD**

**Distance Education Committee**

**Monday, April 26, 2021**

* **Welcome and Introductions**

Happy birthday Srujana!

* **Approve the minutes from:**

DE Committee Meeting- April 12, 2021

Motion to approve the minutes from April 12 by Melissa McElvane. Second by Cora Leighton.

Minutes approved by majority.

* **Updates**
	1. o **Student Priorities & Updates**
	2. Sarbhjot Malhi was absent.
	3. o **College DE Committee updates**
	4. BCC- Cora Leighton: We have been doing a road show and discussing consortium proposal for DE infrastructure. Aligning different areas of the college. Went to president’s cabinet, went very really. Administration was supportive of the work we are doing and the consortium agreement.
	5. Christopher Bernard: One thing that I've been doing is trying to working with our researcher to get to see if we can get any data about completion and retention rates for asynchronous and synchronous classes. I'm hoping that we'll have that and be able to put it in our D plan going forward.
	6. COA- Jennifer Fowler: Our DE committee met last Thursday. We primarily talked about what we'd imagine our poker process to look like. It seemed like a lot of our committee members were more leaning toward the take a course self-align and then actually apply and go through the poker process model. We requested from our researcher some numbers from Spring 19 and Fall 19. We might stick with 20% for the alignment of the courses even though we are not required anymore. Tomorrow we are holding a workshop/panel to discuss best practices for synchronous and asynchronous online course delivery.
	7. Laney- Melissa McElvane- We looked at the comments from our student survey. We needed to flush out student’s interest in a synchronous and synchronous classes. Updating our DE plan to include our response to COVID. Our plan describes how our plan responded to that in terms of student and faculty support. We talked about the Online Equity conference, editing DE roles and goals. Talked about our POCR process and kind of basically shared what our POCR team has been up to and the current Community of practice that we're moving courses through the alignment process.
	8. Merritt- Monica Ambalal: Going really strong, a few more people sign up for the POCR course in the summer. We're also adding an EDT class: Designing with the OEI Rubric. So, that's really exciting and then our DE plan and our charge are now in draft form at academic Senate, so we are done with our DE plan. Draft form in academic senate, waiting for approve on May 6. Our master consortium agreement has been completed, as of last Friday, and was sent to Jory Hadsel over at CVC. 2 classes, completed, aligned and reviewed. We can submit our first 3 courses to Shawn.

Brielle Plump: Still doing weekly announcements related to LTI’s. This week, featured Voice Thread. Spend time DE role spreadsheet thinking about how this role can evolve and I can continue to contribute. I've been brainstorming lately on resources that can actually help faculty transition from online to face to face.

District DE Coordinator update: Didem Ekici:

We had a very successful 3 day conference last week. There were 30 different sessions. Will share recordings after we go over the transcripts. All sessions were really, really good and presenters shared equitable practices is online classes. VC Brown gave a powerful opening remarks on the first day, please watch if you have time. She said, “equity is a verb” so we need to take actions and also anecdotally reminded how teachers impact students’ lives. The basic goal of this conference was to create a community around equity and Peralta online equity initiative, and I think it was a great start. Thanks for the Equity Team for their help during the three days. It was a great start, plan to make it an annual conference. Create a library for equitable practices.

* 1. Inger Stark: Once we get the opening session we should send the link. Best opening conference speech that I have ever seen.
	2. As a team we worked on all the roles all the description all the responsibilities and all the priorities of the roles and shared it with Siri last week and during our DE coordinators meeting and she was quite positive. She might want to collapse some of the roles but we haven't heard anything officially about this suggestion.
	3. Thank you again for your contributions to the DE Plan. All the suggested changes are completed, and it is ready to be shared with other committees. I am hoping at the beginning of the fall semester, it will have been approved by all committees.

Consortium agreement. Canvas integration is done, thank you Srujana for your hard work. Thank you VPSS Ferguson and VPSS Chavez for helping us finish the financial agreement. E-transcripts are almost done. Dominique Taylor notifies us that we can accept transcripts from other schools, but we are not able to share yet. We need to complete IT proxy integration for this. Hopefully, we will finish it by the end of May. Antoine and I will meet with CVC-OEI next week. My goal is to start the student exchange in the fall.

Inger Stark- Is there one more committee meeting? May 10 is the last one. I would be happy to help you prepare the annual report for the District DE Committee. It is a one page documents that summarizes the work that was done. Bring it to the last DE committee to sanction it.

Brielle Plump- Happy to help and contribute.

* **Canvas Banner Discussion**

Jennifer Fowler: As DE coordinator, I had been getting a lot of requests from various campus groups to post global announcements in Canvas. They don’t really fall into more of an emergency category, so what I did was I drafted up a global announcements criteria document. In the first paragraph, I explained what global announcements are in Canvas and then a couple of questions that individuals that want to request a global announcement might ask themselves if a global announcement would be appropriate. Part of the concern is if there are too many announcements, they get watered down, and students start clicking off or don't read them.

Inger Stark- I love this, Jennifer! It's great and succinct. I would vote the coordinators are not deciders and that the VPIs and or college Presidents should decide who, with their college does it. They might direct it to the PIOs because they would know what other communications are going out to students and faculty.

Irina Rivkin- I like this criteria and the clarity. One thing I might add is accessibility. For the major IT or LTI outages or maintenance, I will also add for changes. For example, how to navigate the new system video would be very helpful.

Didem Ekici- How should we share with the colleges? Reach out to Deans or VPI’s.

Inger: Requests will go to the College Presidents or to the designee and if they approve the announcement, it will come to Srujana, Tim or Didem.

Everyone agrees? Any objections. Images should have all text for accessibility.

Irina Rivkin: All images should have “alt text” accessibility feature.

* **Discussion of the Zoom capacity & removal of Zoom recordings.**

Our zoom recordings from August 2020 or before will be deleted by June 30. Many faculty members have recordings for the classes and they are integrated in canvas Shell, which will create a lot of broken links and it's a big issue and all California community college share the same concerns. I tried to get information to see what is doable and what is not. We use cccconfer zoom account, so we don’t have a Zoom account as Peralta district we don’t have a storage capacity. Upgrading or paying more may not be an option since we are using CCC Zoom account. Sandi and Antoine actually helped a lot bu answering my question, so I just wondered if it's possible to buy or purchase Zoom account for the district by using some COVID related funds. They said yes it's possible we can purchase Zoom Account for Peralta, but it's not going to solve the issue, because all our recordings are from CCC account. So, even if you can purchase Zoom account for the district, we can have you know provide funding for that it's not going to help our faculty who are trying to save the recordings from August or before.

Benjamin Allen: Do you have a sense of like the scale if we wanted to like locally mirror, like all of the videos back to August 2020 is this like? We talked about in terms of like terabytes of data or like petabytes of data is it like something that we could plausibly like roll around solution for if we wanted to like just like we're just going to host it locally. Or is it way too big for that.

Didem Ekici: I asked this question to Antoine, but he said he doesn’t know. It must be because we don’t have an account specific to Peralta.

Srujana Tumu: That is true and I don’t know either.

Irina Rivkin: There is no need for previous Zoom class recordings, so may be faculty should delete the ones not needed anymore and save the ones that are important.

Monica Ambalal- There is no way around this then, because it's not we're not paying for the same host we're paying for like a new so we got to delete our stuff. If they want us to create our own local host to this isn't like an instant transfer because there's two separate posts is that the deal, one is CCC one Peralta I guess right? yes. So I think if anything I would invest the time to prepare faculty you know make some help videos to move everything.

Inger Stark- Data storage is an environmental and social justice issue too. Maybe Ben and I can work on a project to inform the faculty. Explain why that is and begin to develop practices that support faculty. Help write a statement. Happy to host some workshops in June. Run some office hours on how to do it.

Benjamin Allen: That’s a great idea! the cloud is to someone else's computer and that computer burns energy it adds to our carbon load.

Inger Start: I would be happy to with a couple of other people host some workshops, at the end of the Semester, in June, maybe even like three days a week for the first two weeks of June to say what do I do about my zoom recordings and you know, in the cloud because and we would have to blast and remind faculty that they're all going to disappear on June 30 but run, we could develop some handouts about how to do that and then I'd be happy to run either just through office hours or workshops, but really in case it comes to eat it's on each instructor some handouts, and then I'd be happy to run some office hours and workshops about what to do, how to do it.

Brielle Plump: I think that that would be very helpful, but I just want to let know that it is, it is very time consuming. so I'm happy to build some resources and then maybe have your eyes to edit, and other folks take a look and see if it's comprehensive.

Jennifer Fowler: Faculty should be informed about it before they leave for the summer break.

Srujana Tumu: Let’s announce it in our faculty announcements.

Zoom workgroup was creates with Inger, Ben, Brielle and Didem.

Didem Ekici-Thank you for volunteering Inger, Ben and Brielle. Email us later if you want to join us.

* **Overview of the DE roles**

Brielle shared the spreadsheet prepared by the DE Team regarding the future DE roles and responsibilities were shared with the committee. The goal is to have these positions by summer and/or fall the latest. Hoping to hear from Siri soon about the new positions. Waiting for the meeting with VPI’s to go over POCR process on Friday.

Next meeting on May 7. Last meeting.

Didem Ekici

Melissa McElvane

Cora Leighton

Jennifer fowler

Maria Guzman

Benjamin Allen

Monica Ambalal

Inger Stark

Chris Bernard

Irina Rivkin

Brielle plump

Srujana tumu

Elissa Jaw

Vicki Ferguson

Adoria Williams

Judy Wong