PCCD
Distance Education Subcommittee
Minutes

Monday, April 11, 2022

1:00 p.m. -2:30 p.m.

- **Welcome and Introductions**

  Meeting began at 1:05

- **Approve the DE Subcommittee:**
  - Minutes from- March 14, 2022- Motion to approve minutes by Sergio M. Seconded by Melissa McElvane. Passed.
  - Agenda for April 11, 2022 – Motion to approve agenda by Judy Wong. Seconded by Cora Leighton. Passed.

- **Updates**
  - Student Priorities & Updates- Sergio M. ASBCC discussed bringing students to get input. Invited students Jack Peterson and Marlene Rodriguez.

    Jack Peterson- I'm not familiar with proctor. Notifying students of hardware requirements. When students registering. Waiting listing certain websites at the teacher's discretion. Some teachers have open book tests how could you use that? Teachers are familiar with processes.

    Marlene Rodriguez- I have not used Proctor or Honorlock. Good for students to let us know. A lot of students have difficulty using technology. Sometimes make an error when doing testing. A lot of students want to take tests in person. Difficult to navigate how to do online. As a student ambassador, I help them with Zoom and other ones. Keeping us included, keep in mind that there are students with different backgrounds.

    1. Notify the students about the requirements. Specify
    2. Notify the students when they register, in course catalogue under the course description.
    3. What is the procedure for the open book exam but locked out with lockdown browser? -At BCC we were working on a cameras on system. Relates to discussion on common language modality in the schedule. Getting all the colleges to bring to their academic senate for consistency across the district.

       These questions, we didn't have answers to them when we started this semester. One of my major issues. Any product deserves to be vetted.

       – How to be a students in canvas on u-tube. I give extra credit. I open my course early and I offer up that quiz. There are some videos for Respondus on u-tube.

- College DE Committee updates

  BCC/Cora Leighton- We have been busy at BCC DE. Hyflex integrated task force. 3rd meeting decided to slow it down a bit. Our intention is to do it right not quickly. User testing on the technology over the summer. With the goal of doing faculty training in the fall. Being intentional. Brought the language on modalities to academic senate. Approved by our local DE committee. AS moving to a vote in 1.5 week. Brought CBC topic to get more support. Meeting with our president tomorrow.

  Chris Bernard- CBC, accessibility, what we learned in the pandemic to president. Making sure that Pokr gets baked in. Beneficial for students and down the road for enrollment.

  Merritt/Monica Ambalal- Slow on action items. Respondus, changes to ACCJC, public comment, people not taking advantage of it on agenda at meeting tomorrow. Equity alignment, get paid to align people who have taken the equity course. Good news EDT, does have the Pokr class ready to go for Fall 2022.

  - We still waiting funding for fall 2022 so we can move forward with POCR. Funding and budgeting is difficult right now.

  Didem Ekici- Vincent from BCC, trying out Hyflex and trying to determine what will work in the classrooms. Encourage them to work on that. IT director suggestion that I bring it to the DE meeting and then bring it to us for all colleges.

  - We are doing an intentional, slow process. To make sure we do it right so we don't use students as Guinea pigs. We are not acting like a unified district, we are acting like 4 separate colleges.

  - You are doing a great job, all colleges should be doing the same thing. How can we do this all together? Steal your plan Cora.

  - We are missing administrative leadership buy in. Exhausting trying to convince administration that DE is worth it.

  - I brought to AS, planning committee. It is import that have all VPI's on this.

  - it's great but takes so much prep. Teaching Hyflex is not easy. Different modalities at the same place. President suggested that we can a TA for teachers who are teaching Hyflex classes. Agenize for next meeting.

  - The administration failure to lead. Working conditions have to be negotiated. A lot of faculty want to teach Hyflex courses. Properly negotiated working conditions and support. The administrators come to the bargaining table in a????

  - How much time it takes to teach a Hyflex class. Money can be used to compensate faculty.

  - We are starting with the union. I'm doing user testing on a workshop that is designed to train professors. We have a lot of support in all of these areas.

-Emphasize from an organizational standpoint. It does not make any difference if leadership is not taking the lead. Goes all the way up to the Chancellor.

COA/Jennifer Fowler- Training on campus, how to better design their Canvas course for students who are accessing on mobile devices. Administrative buy in and faculty compensation. A lot of work to redesign our classes to be mobile friendly. Our VPSS and some leaders talked with CVC and talked about phase 2. All 4 colleges need to move in lockstep and have alignment. It's going to require a lot of collaboration student services in order to move to phase 2.

-This requires a lot of collaboration. To have a timeline, to do list, action items. And who is supposed to do that?

- CVC has been great. Maybe lead to a timeline as you suggest.

Laney/Judy Wong- Meeting tomorrow. Met with our VPI, discussed Hyflex, our head of IT didn't want to use the phrase Hyflex. Modalities some changes have already been made on this schedule. Eliminated hybrid, deliberate on the notes that appear on the schedule. POCR showcase on April 22. Inviting Laney faculty.

Melissa McElvane- Nora Mitchell can add anyone to the zoom link if anyone wants to join.
- cvc.edu website materials. Feb 21 slide deck. Mentions that teaching college expecting to get people on in 2023. Did you get any idea of a realistic idea of time? There are several colleges in the q and they do the districts together.

o District DE Coordinator update-

Maybe we can brainstorm in one of our committee meetings on how to work together collaboratively.

Some of the LTI's are in the process of renewing. Padlet is an affordable LTI, less than $2,000 a year. Voicethread $38,000 a year. Albert has requested for these LTI's to be renewed. STAC is supporting some of the LTI's. Not all of them are fully supported, some are 30%-40%.

CVC OEI team has been working with Peralta IT to complete integration. They are working on it, meeting again this week. Hopefully that issue will be resolved. Online April 27-29. Three day Peralta Online Equity conference. People from different time zones can join. I'm waiting for the schedule to be finalized. Please register and spread the word.

Albert Maniaol- Voicethread, requesting the vendor to get user data. Phase 1 our IT is collaborating with CVC-OEI to address the interface issues. Cannot link to our PeopleSoft.

Srujana Tumu- Voice thread. I received some data, 25- 30 courses are using.

Canvas studio is currently on STAC but we don't know about next year.

- Canvas studio is exactly like Voice thread.

Voice thread contract is ending April 20. Can we get a contract until end of spring? If it will be okay to purchase it for 1 month only.

Albert Maniaol- Can we vote it in this meeting?

Motion: Considering the numbers of users of VoiceThread, the motion is replacing Voice Thread with Canvas Studio for the upcoming. Cora Leighton seconds. Motion is approved.

- **Online Course Modality Definitions**

  - Discussion of the terminology for the modalities.-breakout groups with Googledocs. Cora/BCC- We are bringing it back to local DE meeting. Brought up at last meeting:
    1. Under online with protector, assessments. Adding Instructor, proctored assessments.
    2. Specific discipline concern- Some humanities classes they do 5 meetings. Certain rules of positive attendance.

    Idea of having optional zoom meetings is an equity issue.

    Jennifer Fowler- Creating too many categories. I would advocate just calling is proctored assessments. Icon to indicate that a webcam is required. Faculty can choose how they interpret that. Assessment are not necessarily exams.

    Motion to transfer all the items to next meeting by Sergio M, Stefanie Ulrey seconds.

- **LTI budget**

  - Discussion of DE related LTIs

- **Other Matters (Q&A, Announcements)**

- **Adjournment**

Cora Leighton
Sergio M
Jennifer Fowler
Jack Peterson- student
Stefanie Ulrey
Didem Ekici
Marilyn Varnado
Judy Wong
Chris Bernard
Andrew Park
Srujana Tumu
Albert Maniaol
Melissa McElvane
Marlene Rodriguez – student
Monica Ambalal
A.R. Williams
Joy Bay BCC AV
Adoria R. Williams