DE Committee Minutes October 24, 2022

**Attendees:** Didem Ekeci, Richard Kaeser, Jennifer Fowler, Chris Bernard, Monica Ambala, Christoph Muehlinghus., Nora Mitchell, Timothy Gibbon, Srujana Tumu, Irina Rivkin, Dr. Stephanie Droker, and Judy Wong

Minutes Approval -Christoph 1st, Monica 2nd

Agenda Approval-Jennifer 1st, 2nd Rich

1. New Student Participant- Jingyi Zhou, BCC 2nd year Art student

Didem welcomed her and told her to share anything not only about herself, but also what she hears from other students. She informed Jingyi that the meeting takes place 2nd and 4th Monday of the month.

1. BCC Update-Chris on behalf of Cora

BCC accessibility, LTI, and funding sent to their academic senate for discussion next wk. He hopes to vote on it soon. BCC DE committee tightened up language, cited relevant laws and the ADA. BCC talked about rubric for LTIs, delineation between district and college responsibilities and funding. Resolution is in good shape to send to senate.

1. COA Update-Rich

COA DE committee will meet this week. Plans to share resolution and get input. Didem shared she is looking forward to hearing their updates in the next mtg.

1. Laney Update-Judy
	1. Training: Some PD training with Intro to Canvas with 12 faculty participants. Hopes to run Intro to Course Design and possibly a Teaching Asynchonously @ One Course in the spring.
	2. Accessibility, LTI, and Funding Resolution: Laney DE committee will meet tomorrow with plans to share BCC resolution.
	3. Student/faculty surveys: Laney is planning to edit student and faculty survey so they can be administered before end of the semester. Didem asked if the survey was just for online Ss or all students. Judy said it’s for all to take in Canvas and to learn about their online experience. Will also have another survey for faculty. Didem asked if Laney could wait so that the survey could be sent out district-wide, so students aren’t barraged with too many surveys. Jen added that this would boost sample size and it would help strengthen DE.
		1. Irina would like to see a breakdown of synchronous and asynchronous experience dissected out. Another concern of hers is recent masking optional policy. …. This could be a safety concern for certain students. Create more of a need to offer online classes. Didem: included COVID concerns. Irina has many students that are still concerned or have family members that are.
	4. Didem: Go back to last year’s survey and edit that. Can we ask to wait a little, to maybe work on the questions during the next DE meeting all together? Judy said last time, it took a long time to get the surveys out. Didem: We could start in committee before, and then share results and vote on it 11/14. We could use the district wide survey tool. Didem thanked Judy for waiting.
	5. Hypothesis funding: asked anybody to share about alternative funding? Didem: For LTI’s,
2. Funding: Didem asked Dr. Droker about funding. Dr: per year; it’s been hard to find funding for these. She said we should continue with STAC, which is already $110K per year. Beyond that, it’s a funding problem. Didem: Got a lot of pushback from faculty for other LTI’s, for example an English annotation tool, which is 7K/year. We’re moving to a resource allocation. Now it’s coming out of the college funds, not the district. There is no sustainable funding. Dr would take it to a higher level and find all the funds possible. Reported $1 million in the hole when she counted all of them up. She’s been hunting down how she can offset the funding like she did with STAC. Now, that it comes out of the colleges. This is where the DE committee can help. For example, we don’t have fulltime Canvas support. Every time, she needs to find money for Tim. Questioned: What are we planning for? Where is the money coming from? We need sustainable funding for a DE. Moving forward, LTI funding will become much harder, especially when you have all 4 colleges that need to agree.

Dr.: The integration is in the district level, the funding from the colleges. It needs a person to coordinate it all. It takes a lot of work to make calls all the time and hold hands through the process. The colleges have to step up and be more involved.

Didem: Good to know. Maybe involve faculty, have survey, and have a product for June 30th budget prep for next fiscal yr.

Chris: Pressure is on DE to advocate for Canvas. Everyone else uses it too. It’s not anymore that if the students use a computer means its a DE issue. We’re all using LTI’s and Canvas. At this point, DE should more be the ones that push out stuff, not fight for it alone.

Dr: Who maybe? Technology committee? Worried getting more fragmented. At least with DE, we have a department fighting for it.

Chris: DE + Tech Committee discussion is happening. Departments in each college will be fragmented, and we almost need umbrella discussions of all English departments etc..

Didem: What LTI is DE? Need to do surveys. No LTI discussion for next semester?

Dr: We need to work on uniformity on the district level. It’s very challenging to communicate. Ultimately it must relate to budget line items to make it sustainable. To always think of the online college last is not ok anymore.

Didem: TY for all the info. Up to now, the LTI funding came from COVID funds. Thank you for finding $.

Chris: When DE committees review proposed DE resolution, please keep in mind of what Dr. Droker talked about today.

1. Merritt DE update-Monica.

Monica passed and wrote in chat that EDT chair was eliminated & swallowed by Bus. Dept. Their DE committee will review resolution.

1. POCR Updates

BCC-Chris. They’re working on making the rubric more inviting. Need POCR reviewer for Math.

COA-Jennifer: Only thing. Reached out to Angela Cardinal. She mentions collecting data on pre-/post-POCR data. Chaffey College data is promising, especially the initial impact on the success rates of disproportionately-affected students.

Maybe we can discuss doing similar as we get more POCR aligned classes.

Laney:-Nora: Our fall workshop format is going well. Every Thursday, they roll up their sleeves and focus on a section of the rubric. We only need one more course to get our certification. It’s really hard to get Math through, especially for accessibility.

Didem: If you need a course for POCR, she has one. Nora: It needs to be college level.

Merritt-Monica: Focus is on POCR classes now. Not done anything with the team, just wants to get the classes we have go through. I would like it if we both could put both in at the same time. Some time in November?

Didem: If colleges are badged, then the district is fully badged. All the colleges will be “local POCR certified”.

Nora: Accessibility is the challenge, which takes time between the instructor and me. I hope to have something solid submitted by the end of the semester.

Monica: My goal is end of November.

1. CDC implementation-Didem

 Productive meeting. Talked about real, doable projects. Antoine was talking about joining April cohort. In the meeting. Antoine agreed on January cohort with Dr Droker after discussing it. Reason why we can’t join November cohort beccause of today’s mtg. She needs approval from the Chancellor. And once she hopefully has approval, she’ll let us know. Another meeting coming up with. We’ll discuss about having a business partner from A&R, and the executive director will be Dr. Droker.

Diadem would like to thank Chris and Cora for work on this.

What is the best for getting approval of resolution? Previously: DE college committee🡪college academic senate🡪District DE committee🡪DAS

Didem this was sort of how it was done with colleges, then district, then senate, back to district DE committee, and lastly to DAS.

Jennifer is wondering how to process feedback best.

Didem expressed concerns. Let’s bring it to this committee and discuss it here. Then approve it, and then bring it to DAS. This way everyone can give feedback.

Let’s try this way and learn from our mistakes.

Chris: Will that be done by the end of the semester? Dr.D said nothing would happen for funding for the next semester. LTI will probably not get done before the spring.

There is no money, and if we want something, we have no $ budgeted.

Didem: Let’s do our best. If resolution comes from the committee, it might go through DAS without much discussion. Maybe the process is a bit cumbersome, but I think efficient because it’s thorough.

Chris: Have we ever done anything bypassing the college senate and go straight to DAS? We are all soon to be POCR certified and need accessibility help.

Jennifer: We always discuss in DAS. Can DAS make decisions on an emergency basis, for example? DAS might feel not comfortable to decide without bringing it to the college academic senate.

Didem: Let’s start with the committee and think about the next step.

1. Last thing. At CCC DECO mtg., they discussed using standard definitions for course modalities . Didem said all CCCs will start using state-wide definitions. In breakout rooms I was in the room deciding on language for people coming to school as ‘in-person’ or ‘on-campus’ for example. Also title 5 changes. We should all be November 7th from 3:30 - 5:30.
2. Canvas Blueprint

Chris: We discussed creating a blueprint aligned with CDC rubric. It might be helpful for faculty when they get their Canvas shell to have a good model/shell to get started with building their course. Srujana was talking about end of November

Didem asked about the best way to move forward? Last time I was talking about making groups working on different tasks and then bring them together to this committee.

Chris: Was thinking of a home page. We’re thinking of having badged examples:

* Home page
* Contact Me
* Office Hours
* Access to NYT
* Student Services
* Chunking in module and page
* Tech Help
* Syllabus (diversity statement)

Didem suggested starting with 5 areas. I was just thinking about technology help. How to get Canvas or Zoom. For example the diversity statement, or other parts of the syllabus. We could provide multiple examples.

5 Areas

Homepage

how to contact me

student services

technology, …

Now, let’s talk about how to work on them.

Jennifer: I have links to the 4 campuses. We could create pages with links to all of them. I would attack the student services page from that perspective. It should be college-wide.

Srujana said we can have different blueprints for different campuses.

Monica: She’d love to have one for each college.

Didem: Both formats can have advantages and disadvantages.

Tim: We also must get alerted for new classes that get added. Dynamically dated course may miss blueprints. Just a logistical question.

Monica: She shared her preference for doing it over an email thread. Avoids another meeting. Maybe we can have threaded discussions or Google docs.

Didem: Agrees, we have too many meetings.

How about we create a sandbox, and everyone can oversee working on one. Maybe we can have 5 modules like pages.

Nora said in POCR , they talked about a first pass of what it looks like. Did we talk about that?

Jennifer: Maybe too many cooks. We POCR leads create a template, and then the group can edit.

Chris: Anonymous student surveys should be part of the blueprint.

Didem: Would you think our FlexDay could be helpful to inform faculty what’s going on?

We have 4 weeks to start.

Jennifer: We could get what we have available and get something moving for the spring semester.

Didem: Thank you very much for taking this task on. It’s really a big step.

Chris: Maybe we divide it amongst the POCR leads and come back to discuss collectively.

Others agree to this process.

Didem: Excited to move forward.

Want to get a motion to move the last item to the next meeting.

Nora moved, Christoph second.

Didem: Please email her for agenda items. The first item should be surveys. Another item could be talking about blueprint.

Meeting adjourned