District Distance Education (DE) Subcommittee
Meeting Minutes
Monday, September 26, 2022
1:00 p.m. - 2:30p.m.

Attendees: Albert Maniaol, Didem Ekici, Richard Kaeser, Judy Wong, Srujana Tumu, Judy Wong, Christoph Muhlinghaus, Laurie-Allen Requa, Tim Gibbon, Jennifer Fowler, Nora Mitchell, Elissa Jaw, Chiran Adusumalli, Monica Ambalal, Amany ElMasry, Chris Bernard, Irina Rivkin

DE Subcommittee Approved
The meeting was called to order at approx. 1:00 p.m. Didem went over the items on the agenda and provide a brief description

- **DE Subcommittee Approved:**

    o Meeting Minutes from September 12, 2022

    - Amendments were made to correct several errors: Nora: 5 instructors signed-up for mentorship/delete paid stipends and misspelling of Laurie-Allen Requa's name,

    Motion to approve by Laurie, seconded by Richard

    o Agenda for 9/26/2022 was adopted

    Motion to approve by Laurie, seconded by Monica

- **Updates**

    o Didem discussed the "Students Priorities and Updates" – need student's representation from each college in our DE Subcommittee. We need to reach-out to the college's Associated Student Government (ASG) body to appoint a representative from each college. Irina will try to send e-mails to students.

    o Chris Bernard – shared ideas about CVC, POCR and they have discussed accessibility and LTIs (particularly Hypothes.is) to haver a formal resolution.

    o College DE Committee Updates

    BCC (Cora Leighton) – It was a stated that a counselor has stepped-down; their main goals are accessibility, focus on Distance Education (DE) funding and the LTIs. It was further stated that Canvas is not only for DE. There were also lots of frustration from losing some of the LTIs, i.e., Hypothes.is and Pronto. A request for resolution will be coordinated with the Academic Senate.

    CoA (Richard) – No update yet at this time.

    Laney (Laurie) – Their next meeting is 9/27/2022. They would be discussing accessibility, would be finalizing their DE Plan. Laurie and Judy will be preparing for the Professional Development Day and LTI Training.

    Merritt (Christoph/Monica Ambalal) – It was an open session during their last meeting. They reached-out to their Classified Senate to invite them in their DE meeting (i.e., know/honor the DE Plan; what we need and what to work on to attain measurable goals; invite students and faculty to involve the campus). Christoph figured-out to bring tutoring back.

POCR Updates

BCC: Chris Bernard – LTI's: coordination with Guided Pathways; coordination with other colleges to share ideas for POCR; higher standards for classes as we adopt CVC; open to get folks interested; funding for training; proposal for 3-years project – maybe in the next CVC meeting, these questions can be answered.

Didem: There was confusion with Shawn – 3 badges that are up; 2 more that are ready to go; Not required to bring POCR an.ymore but encouraged per Marina

CoA: Jennifer Fowler – 1 POCR (finished all the changes and rules); submitted 3 courses and 2 others and now fully badged. POCR practice – help faculty to submit POCR. Nora Mitchell – 1 course needs more work to submit; 2 courses - 100% (to go) will pass. The mentor program is running.

Merritt: Monica Ambalal – 10 brand new people and 3 others will be badged; started POCR web page for Merritt College – processes are on the page and CVC info to follow. 3 courses – will edit hers and Feather and the other one was moved to CurricUNET – will shoot for end of October.

Christoph – affiliation with Merritt – badge follows the instructor per Nora.

District DE Coordinator: Didem

- 2 weeks about training; POCR requirement for the consortium – include Academic Senate in our CVC Consortium requirements; e-mailed Maria and Andrea – each college should already have a resolution in 2021 from Academic Senate, Jennifer stated, "yes," each college should have one as it is a requirement when we became part of the CVC Consortium.

- Modalities have been presented and hopefully on the DAS agenda next meeting. "How will it look like on the schedule?" Jennifer asked Chiran (IT) if possible. "Any updates will require coordination – if required, it can be implemented right away but needs staffing."

- Didem: course modalities, i.e., asynchronous – per Amany, "modalities can be done now; they are already there (schedule). On the CVC Exchange, courses already show if they are asynchronous or synchronous modalities."

- Jennifer Fowler – needs to align with other colleges/ Per Amany, it is the coding in the class schedule; scheduler codes the class accordingly. There is no consistent process, i.e., inconsistencies like meeting once or twice in person should be coded as hybrid. Irina – Synchronous/asynchronous online: it is how the scheduler code the class.

- 2nd question: Research Page: in-person classes (asynchronous vs. synchronous) / commonalities with online and in-person classes (research for Amany). Per Amany, completion is not in her area and Chiran may be able to assist.

- Christoph: Who keeps track of online students with labs? Jennifer: *in-person assessments (?)

- Didem mentioned about the LTI update. There was an Excel spreadsheet created for LTIs for faculty. Shen then demonstrated the LTIs' document links that are also included in the DE Handbook.

Accessibility and Equity Discussions: Cora started a resolution for Academic Senate: 1) having a full-time position for Accessibility; 2) constant funding for Equity/LTIs. Nora – needs to be included in the e-mail regarding this matter.

- Accessibility and Accommodations – per Chris Bernard and Jennifer Fowler, this is not only SAS responsibilities, i.e., Zero Textbooks Costs. VPs of Student Services need to be involved, too.

- Chris Bernard – we can use the "Blueprints for all Canvas shells." Each college will have a separate student services "blueprint" – a tool to promote access we can agree on. Nora: Another District has a student services hub/link; maintain/change/update – not part of the course template; may need student services and technology support.

- Didem: Let's brainstorm on this. Srujana stated that typically will apply the blueprint in the end of November. There is only 1 blueprint for all; we can have a blueprint for each college.

- Christoph asked, "How far do we give them guidance?" *Didem: Each DE Coordinator will provide guidance to faculty beginning of the semester. Nora: Each college's DE Coordinator can help and share this to this group. Didem: work on as not to be a duplication of efforts.

- Chris Bernard – similar to POCR, starting page for navigation; having a disclaimer; include POCR/CVC Guides. Per Didem, this can be a presentation during Flex days – start small / vote on which areas to work on. Irina will be wonderful to be on that team. Chris Bernard was thanked by Didem for bringing this topic up. We will create a workgroup, and this will be an agenda item in our next meeting.

Announcements: Elissa Jaw: Captioning - DEC Grant: opening DE classes with disability for students who need it; students can apply for this grant. Per Didem, the DEC grant is a complicated process – wait for 72 hours, then wait for the invoice.

Zoom per Elissa is the way to go – the grant is subject to changes and sometimes funds run-out. Students will get access and help for future classes. "508" – it's the institutional responsibilities (504 vs. 508).

Tim Gibbon's question about Blueprint's Home Page – Is there a way to access class schedule for blueprint after adding classes in the schedule? Note: Amany does not enter class schedules.

Meeting adjourned at approx. 2:35 p.m.

Next meeting: Monday, October 10, 2022, 1 p.m. – 2:30 p.m.

Minutes taken by A. Maniaol
Unedited, 10/9/2022