Distance Education Committee Meeting Agenda

10/21/20 3-4:30 via Zoom – link and details are at the end of this document

Minutes approved on 11/18 – motion – Vivian, 2nd Mitzi -

Committee Focus	Minutes
Welcome Approve Agenda – Move – Harris, 2nd Jesus Approve Minutes from last meeting Any new members? Any visitors? **Members Present:** Sarah Burnett Sandra Popiden Vivian Harris Marisa Iliscupidez Jesus Reyes Bibiana Lopez Walter Stevens Damon Nance **Visitors:** Torria Davis Shaun Ulbert DJ Hawkins Sam Lee	New Member – Araceli Covarrubias – YES!

Committee Focus	Minutes
Laura Adams	
Senate Report Document Update Finalizing the document	Updated and finalized the document, adding members, aligning to the new Strategic Plan document
MVC DE Den - We could have this also! DJ Hawkins to preview	DJ provided a tour of the MVC DE Den – Canvas site created to build a campus wide community of practice around DE – creating a single gathering place for faculty to explore together and engage with RSI, Accessibility, Equitable Teaching Strategies, Course Design and Canvas tools. Also includes a Lounge (open zoom room for engagement), Side Kicks (faculty to support other faculty – peer to peer support), Resources, Showcases – Modules created with embedded concepts around a specific topic, with possibility to dig deeper into the topics through internal branching pages. Modules have some work to complete to earn Badges and Badges earn Flex credit. Q. If we adopt a similar model using peer to peer supports how can we fund paying these positions? At MVC the DEC members use a portion of their Institutional Service to provide support in the Lounge FOLLOW UP: Burnett, Popiden and Stevens will meet to work on NC conversion and ask Brady Kerr for assistance with logo design
District DE Work to Discuss • Develop and Adopt an RCCD AP2105 Distance Education policy - Currently, the RCCD Guide to Recommended Best Practices to Achieve Regular and Substantive Contact in Distance Education is used for accreditation purposes. It has been suggested that we develop and adopt a new policy for accreditation purposes. Once the new policy is recommended by the district senate and approved by the Board of Trustees (if needed), it would replace the best practices document. A senate recommended template has been provided (pages 1-3) with additional references (pages 4-16). Red	Worked on the document and made suggestions for Dr. Davis to take to the DE Chair meeting.

Committee Focus	Minutes

text is legally required language, yellow text is from Title 5, and underlined text is from the federal regulations. A timeline has been suggested to help us propose a policy and get it approved by the first January board meeting.
 	
Task: Share the document with your DE committee, request the written submission of language they would like to see in the policy, synthesize the ideas submitted, and add them to the DRAFT AP2105 collaborative document by the end of the day October 23rd according to the following text color scheme (so that we can distinguish between each college's feedback):
 	
   a. MVC - Green
   b. Norco - Burgundy
   c. RCC – Blue	

• IOI Recommendation to Senate - How should faculty be evaluated? How would faculty evaluations differ for remote instruction as a result of emergency situations like COVID versus courses that were intended for fully online delivery?	IOI recommendation – District DE Chairs, with support of CTA Board, will work on modifying the part time faculty evaluation document to provide alignment with the on-line teaching mode – DE chairs will create a template and bring to each DE committee for input
• Change in Canvas support - In process of getting a quote for optional faculty phone support. Is it needed? Also securing a quote for student phone support. Is it needed?	Dr. Davis shared the current financial situation is leading us to make decisions about the use of support in Canvas – Instructure is taking away this service and so we need to decide if we want to continue to pay for Canvas support. Data indicates we might not actually be using the support as much as we think we are. It would need continued administrative support to pay for it. Are there some things we can replace with FAQ documents, such as log-in issues, password etc.
• Reinstatement to teacher role the permission to add users to a course - Remind faculty that enrollment of students into a course is	Shared this information with the committee.

Committee Focus	Minutes
still via Colleague and the add process. There are several negative consequences to the district, the student, and the faculty member for circumventing this process. Review user roles described at https://www.rccd.edu/admin/ed_services/de/Pages/faculty-support.aspx#Add%20User%20to%20Course. Are additional roles needed or permissions needed? Permissions and roles are available to all. We can't make them available to only some. Creating permissions and roles needs to be carefully considered. • Process for introducing new technologies to colleges - Which technologies should be purchased, kept, or discontinued? How should we decide? • DE Policy regarding the use of Canvas for non-Canvas related messaging. Should college announcements that are not Canvas related be sent through Canvas? What are the strengths and challenges of this idea? • When should Canvas courses be available - There was confusion among students and faculty at the beginning of fall 2020 classes. Should all classes be made available on the first day of the term or should they continue to open on the first day as indicated in the course schedule as with traditional face-to-face classes, with improved messaging for clarity. • Adding DRC/DSS Note takers to instructor classes - Now that the Canvas teacher role permissions allow faculty to add users, should the DE department continue to add note takers to courses at the request of DRC/DSS personnel or allow faculty to add the note taker themselves? • New Accessibility Manager position – how to utilize them at our college?	Moved to next meet
DE with a Little TLC Brown Bag Topic - Perusall	In recent DE with a little TLC meeting faculty asked for a meeting to learn more about Perusall – do we know anyone that uses it in their course?
Good of the Order - Will we be able to bring back the A team to help with accessibility?	This will be discussed in the upcoming DE District Chair meeting

Committee Focus	**Minutes**

Meeting adjourned at 4:50. **Next Meeting 11/18**

ZOOM DETAILS

Hi there,

Sarah Burnett is inviting you to a scheduled Zoom meeting.

Topic: Distance Education Committee Meeting

Time: Sep 16, 2020 03:00 PM Pacific Time (US and Canada)

Every month on the Third Wed, until Nov 18, 2020, 3 occurrence(s)

Sep 16, 2020 03:00 PM

Oct 21, 2020 03:00 PM

Nov 18, 2020 03:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly:
https://cccconfer.zoom.us/meeting/tJMpfuGgqTkpGd2HW7dJXC_H55yW5RYlleM6/ics?icsToken=98tyKuCvqjIiEtOXsxqORowEBor4WfzwtnpejacPtCiyBwprQTzeY7dbBedNKdTc

Join from PC, Mac, Linux, iOS or Android: https://cccconfer.zoom.us/j/97498872339?pwd=RDVmU3paaTlDTjVybUlqdVh1L0ttdz09

Password: 566710

Or iPhone one-tap (US Toll): +16699006833,97498872339# or +13462487799,97498872339#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 346 248 7799 (US Toll)

+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

+1 646 876 9923 (US Toll)

Meeting ID: 974 9887 2339

International numbers available: https://cccconfer.zoom.us/u/abg1ViHnbb

Or Skype for Business (Lync):

SIP:97498872339.566710@lync.zoom.us