



**Distance Education Committee
Meeting Agenda**

2/24/21 3-5 pm via Zoom – link and details are at the end of this document

Committee Focus and Presenter	Minutes	
Welcome Approve Minutes from last meeting 11/18/20 Moved by Walter Seconded by Mitzi	Committee Members	Present (P) Not Present (NP)
	Matt Allen	P
	Michael Bobo	P
	DJ Bouzidi	Teaching at this time this semester
	Sarah Burnett (co-chair)	P
	Elisa Chung	P
	Araceli Covarrubias	P
	Vivian Harris	P
	Marissa Iliscupidez	P
	Bibiana Lopez	P
	Barbara May	NP
	Farshid Mirzaei	P
	Damon Nance (co-chair)	P
	Sandra Popiden	P
	Jesus Reyes	Teaching at this time this semester
Mitzi Sloniger	P	

Committee Focus and Presenter	Minutes	
	Walter Stevens	P
	Dana White	P
	New Member	
	Visitors	
	Torria Davis	P
	DJ Hawkins	P
	Jessica Dobson	P
	Estrella Romero	P
	Hayley Ashby	P
	Greg Ferrer	P
Sarah Share Out Section		
Revision to IOI document Update on the process and progress https://docs.google.com/document/d/1rX_QOVDm_P78C4XHgtlx-aXwEIMVt-2UPIWUGy2Z1RE/edit?usp=sharing	Shard the draft document we are working on across the district (with support of Senate and CTA) to revise and update the IOI document we use for observing faculty. Request the committee members put comments/feedback on the google document and indicate which format they prefer The form needs to be voted on in many places before adoption DE committees across the district, Senate, District Senate, CTA Once it is finalized we plan to think about offering trainings on the form, FAQs, or advice/suggestions for possible entries	
DE DEN – getting it open/working for NC faculty	We need to form a workgroup this semester to decide how to roll out our version of the DE DEN – who is interested in helping?	
OER – What’s the haps	Sarah is the OER Liaison and is starting a group to explore expanding OER and ZTC on the campus and will be calling for people wanting to join in the fun.	
Would you like to be part of the NC POCR Team? Where do we start...completing the course	We are going to try and get some CARES money to provide special projects for faculty, first on the DEC committee and then open to interested parties, to take the Peer Online Course Review training with @ONE. We are doing this with a mind to starting a POCR process across the district.	
DJ Updates		

Committee Focus and Presenter	Minutes
Meet the Accessibility Team	Please review the information DJ shared in the video at the end of the meeting. She introduced the new team and shared current ways they can help
New Self-Paced courses	Please review the information shared at the end of the video
Torria Time	
Review of DRAFT timeline for proposing and adopting DE department technology tools or applications -	<p>Dr. Davis shared the slide from the recent DE newsletter and went over the process</p> <p>Questions and follow-up</p> <ul style="list-style-type: none"> • Can we research a program called School view to see all the students in the same screen at once? • Is this a one-time funding or will it continue? This will be a once a semester process • Is hosting a vendor and sharing the app or program eligible for FLEX for the faculty organizing it? Probably yes. Current Flex process https://www.norcocollege.edu/committees/pdc/Documents/Supporting/FlexTrack_2.0-Faculty_NOV2020.pdf • If we create a FLEX activity offering ways that faculty can earn FLEX for hosting a vendor – Buck will create a process/shell format • Suggestion to create a single site (Canvas shell) where different FLEX activities are completing are posted as ideas/suggestions • Do we have a process for evaluating how our programs are working, if the programs are working well for us e.g., Turnitin with different modes embedding into Canvas or external tool, are we getting the best practices
Canvas Phone Support for students and faculty – should we continue to pay/provide this service?	<p>Phone support was discontinued in December, but the district renewed through the end of this semester</p> <p>Small percentage of students contact via phone (16%), but larger use by faculty (43%). Engagement in the live chat and phone contact – mostly with students using the phone call. Most calls about enrollment into the class, not Canvas issues, many calls disconnected, student email log-in issues, missing</p>

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	<p>passwords, courses not showing because of enrollment. 8% of total amount of contact were about things Canvas could actually control/help with.</p> <p>We currently have an FAQ page to help students find answers to problems, a “tree” system to try and answer their own issues.</p> <p>Discussion</p> <p>What is the cost if we just had it chunked into the first 2 weeks of the semester? This isn’t possible.</p> <p>How long was the data collection time period? 2020</p> <p>Percentages indicate that people are using it, benefiting from it, and know about it</p> <p>It provides support for student success</p> <p>If we don’t use the \$ for this, where does it go? It was CARES money that paid for it this semester. We would need to find it in the budget to pay for it.</p> <p>Make an outreach effort to make students and faculty aware, post on syllabus, on global navigation links, so they are aware it and so as we get closer to June we can then make a decision based on usage.</p> <p>What would replace this support?</p> <p>Providing an FAQ about what Canvas can help students and faculty</p> <p>How do we take into account the unknown return to fully face to face play into this conversation?</p> <p>Should we do outreach and marketing to increase awareness of faculty and students and do a follow-up survey/data collection before we make this decision</p> <p>Do we have a computer lab that is staffed by CIS faculty to provide support/help with tech issues – they are creating one at MVC.</p> <p>Part of this discussion should be that we need to also make sure students are working on finding answers for themselves by exploring and reading provided materials.</p> <p>Can we embed a canvas training into the onboarding process when students start at the college –</p>

Committee Focus and Presenter	Minutes
	Having this contact humanizes online learning
What permissions should be assigned to Canvas user roles?	Not able to be covered in this meeting
What should be the certification requirements for teaching fully online or hybrid courses?	Not able to be covered in this meeting
Discussion Items Pronto - professional development sharing out	Jessica Dobson has volunteered to host a vendor session with Pronto to share all that it has to offer to faculty and will get it FLEX approved – go Jessica!!
For next meeting:	Permissions in Canvas Certification Process to teach fully online or hybrid Look at the DE District Education Survey – review all the different programs/Apps to see what we can promote as FLEX opportunities to support our DE community Identify who is wanting to take the POOCR training

ZOOM DETAILS

February meeting ZOOM info

Hi there,

Sarah Burnett is inviting you to a scheduled Zoom meeting.

Topic: Distance Education Committee Meeting

Time: Feb 24, 2021 03:00 PM Pacific Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/4759765561?pwd=aFY2bllzcElvNUg2MVRQTC8ybWdwQT09>

Password: DECmtg

Or iPhone one-tap (US Toll): +16699006833,4759765561# or +13462487799,4759765561#

Or Telephone:

Dial:

+1 669 900 6833 (US Toll)

+1 346 248 7799 (US Toll)

+1 253 215 8782 (US Toll)

+1 646 876 9923 (US Toll)

+1 301 715 8592 (US Toll)

+1 312 626 6799 (US Toll)

Meeting ID: 475 976 5561

International numbers available: <https://cccconfer.zoom.us/j/ac6qMTLnxA>

Or Skype for Business (Lync):

SIP:4759765561.835122@lync.zoom.us