



Distance Education Committee Meeting Minutes

9/16/20 3-4:30 via Zoom – link and details are at the end of this document

Minutes approved in 10/21/20 meeting

Committee Focus	Minutes
Welcome – update membership -- meet Dr. Davis – District Update Members Present Kim Bell Djemoui Bouzidi Sarah Burnett (Faculty Co-Chair) Elisa Chung Araceli Covarrubias Vivian Harris Marisa Iliscupidez Bibiana Lopez Sandra Popiden Jesus Reyes Walter Stevens Dana White	New members – Bibiana, Elisa, DJ, Jesus Dr. Davis provided overview of her background moving from partially on-line WE to fully on-line experiences. Creative part of teaching using technology to move faculty and students on-line. No current updates from RCCD re: DE. • One thing to consider, how do we introduce new technology to faculty? We need a process to vet, work out applicability, how to bring into the environment, how to avoid overwhelming faculty. Should there be a Piloting process? Requests/Questions • Does RCCD have a resource to help students how to navigate canvas? A new Module – Quest for Success modified to support students to acquire on-line skills for Canvas. Ready to launch, just working out how to make it accessible to faculty, it will be hosted on the RCCD DE

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Members Absent Peggy Campo Damon Nance Visitors Matt Allen Torria Davis (RCCD Dean of DE) Ashlee Johnson Sam Lee Sean Ulbert	website in the student section, it's currently in Commons titled Many resources available to students through RCCD Education website – https://www.rccd.edu/admin/ed_services/de/Pages/students-start.aspx • How do we help students recover from the overwhelming conversion to DE to help them feel comfortable in our classes now, believe they can be successful, that it will be fun? Upcoming will be a training/focus on community building in courses – Webinar on Monday 21st • More support for faculty and students for technology problem solving. • Need to find out the issues/problems that students are facing – a District needs survey? • Is there a plan for the District to work on a common language for on-line education – enrollment services definitions for example on different kinds of classes – current conversation is taking place? • Will OEI rubric be considered across the District? This is a current conversation, and the participation in the Consortium (CVC). • Could there be any peer to peer pilot approaches? There are conversations at different colleges
Senate Report Document Update – do we need to revise anything?	Committee reviewed the document and agreed we need time to reflect on the mission of the committee. An updated version will be composed and distributed for input via google document to then be finalized in the next full committee meeting.

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Strategic Planning and Governance Manual – Review and input requested	DE not currently included but could be added to the section concerning increasing FTEs
RCCD Distance Education Resources – Are you aware of everything available? https://rccd.instructure.com/courses/25048	• How do we share all the resources and tools without overwhelming faculty and students? • How do we find out what students need to be able to be successful – what needs do our student have? Many are on phones, need to borrow computers, don't have internet and so many platforms don't work for them. Address different working/learning styles • What needs do our faculty have? We are working 24/7, emails all the time, requests for extensions, support etc. • The need for a “needs survey” – we asked the District Dean if this is something being planned through the District vs. each college asking the same questions, we're very aware of student survey burn out
ADA compliance across the campus Faculty are being asked to post resources for students in their Canvas sites and the resources aren't ADA compliant. How to make this consistent?	Dr. Tarrant and Dr. Ferrer will work to ensure all constituents across the college have training in ADA compliance for resources being sent to faculty
Moving forward – What do the faculty need?	Do we need a “Punch list” to hold each other accountable; a best practices document for teaching on-line. Can we/should we identify key things faculty are doing to support their students – what are people doing that helps them to work? How do we support each other to share resources so we aren't all reinventing the wheel? Suggestions included: Short videos of how to do things in Canvas Short sessions to meet to learn more about it Sharing the collective knowledge somehow.

Meeting ended at 5:30...yes we went really long! Next meeting is 10/21 from 3-4:30

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/j/97498872339?pwd=RDVmU3paaTlDTjVybUlqVh1L0ttdz09tCiyBwprQTzeY7dbBedNKdTc>

Join from PC, Mac, Linux, iOS or Android: <https://cccconfer.zoom.us/j/97498872339?pwd=RDVmU3paaTlDTjVybUlqVh1L0ttdz09>

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/j/abg1ViHnbb>

Or Skype for Business (Lync):

<SIP:97498872339.566710@lync.zoom.us>