

**Distance Education Committee**

**02/16/21**

**Minutes**

**Attendees: Joy Cowden, Heather Rodriguez, Laura Otero, Monica Galvan, Tina Esparza-Luna, Nancy, Wheat, Sachiko Matsunaga, Pimol Moth, Nancy Wheat, Matthew McELherrie**

**Meeting Began: 1:00pm**

**Welcome/October Agenda Review**

**Heather welcomed everyone to the meeting. Heather informed everyone there are only a few meetings this semester and wants to make sure they cover everything during this short amount of time. She wanted to share the October agenda and what they went over during the meeting. There is a new communication tool for the faculty, and Lisa gave an explanation of the tool. Also, Laura Otero was asking which AP to the Tech Development Committee.**

**Heather brokedown the difference between aligning our courses versus the actual poker team. Laura suggested that this needs to be discussed in a little bit more length, and there needs to be more collaboration on the POCR process and training, because this will affect the training efforts they offer through the PDC. Monica is concerned about the quality of control of the POCR team, because that could interfere with an Instructor and how they teach.**

**Heather suggests it needs to exceedingly clear what is considered training, using the technical tools and what is considered pedagogy and instruction and supporting faculty in that, because those are two very distinct areas, and they need to be kept.**

**The committee also talked about cleaning up the drop period, and Jason came and presented on how to clean up the drop period. He suggested changing the drop period from 72 to 48 hours, and for the online environment and making sure that it's clear from 12am. Tina addressed concern if they do make the drop period shorter they will lose students the two to three days.**

**Committee also discussed when exactly does the online course begin. Does it start, does it start at 12am, or does it start on that Monday, or does it start when your class is scheduled to start in the scheduling.**

**The distance education committee had put together the request for additional faculty support, and then the position was pulled so we were looking for kind of more answers as to what was happening at the time, and as the distance education committee. We wanted to know where the College was going, we have not heard from the College yet, so I have not heard any response back from the College in terms of what happened and how we are going to support our faculty going forward.**

**Discussion Items**

Accessibility

**was brought up at the Student Success Conference, and that some of their Microsoft suites are not up to date, to make sure that they are able to access to make their documents successful. So is there any way that we, as a campus or that we can talk to either Dave about updating every computer, to make sure that the suites are up to date.**

Canvas Page

**The other thing that was discussed at the virtual student success conference was the providing some type of canvas page or button that can be an all campus. Laura was glad Heather brought this up and, one of the things that she would really want guidance and direction from the Committee on is the PTC canvas course template, and a lot of our instructors are adopting this and which is great, and it has a lot of best practices in it. So she would really love everyone’s feedback and support and looking at that template. Laura would like to do a student support APP like that, it's really limited. She would like everyone to provide her with a list of what they think should go into that into that APP.**

**Laura also expressed collaboration is really necessary again between the POCR team and in the PTC as the training, support for the campus. She would like to support that,and make sure that we have these open lines of communication, and you know if we set up a sub committee or a task force.**

**TIna also wanted to be clear that even though they are talking about a POCR team, there is no actual POCR team because no one has been hired.**

**Laura would also like to input a canvas button or shell or page, however, Heather has concerns that the resources might get out of date, and she doesn’t want students to be misled. Tina also suggested bringing back the DEC Coordinator position and the POCR team to work with Laura Otero to maintain and update the canvas. Some committee members feel the DEC Coordinator position should be a faculty member, while Laura feels it should be Administrator. The committee will agree to disagree and will further discuss this issue to come up with a final solution.**

**Review Previous Online Semesters**

**The committee wanted to review the last two semesters specifically after the College transitioned very abruptly to everybody, and make a request for more faculty and administrative support. One of the things Heather suggests we need to figure out as a committee is how do we measure our online teaching. Does the committee need to do a survey questionnaire to faculty or pull student information from the previous semester. Heather is asking that the committee come up with the best way to analyze those two semesters in the best way possible. Laura suggests putting together multiple measures. Heather suggests if the committee will come up with some kind of general outline by next meeting, then by the following meeting, we can have something ready to give to the Academic Senate, as the end of the year kind of summary for the update.**

**Accessibility**

**Laura suggests that the committee really needs to adopt a resolution to obtain more DE support from the Instructional Technology team. There used to be three teams, however, now there is only her and it is just not functional to support faculty and students with all of our programs such as; Cranium Cafe and Live Chat.**

**Heather would like the committee to take a look at the handbook, and we will put it on the agenda for next month. She asks to check for any updates that may need to be updated. Monica suggested updating the list of current online majors.**

**Heather would like to look at the DE Sustainability, and put it on the agenda for the next meeting. Lindsy has done all the writing for it, so she would like him to attend the meeting to go over it.**

**Heather also asked the committee if there is anything else that needs to be added on to the agenda. Laura suggests the PTC course template and review and discuss it.**

**TIna also suggested to Heather that the committee meet in May, and check with other committee members if they would like to meet also.**

**Sachiko wanted to address to the committee that the DEC Committee Coordinator Position is still under consideration by the district, they are taking the necessary time to align the concerns of our bargaining units with the goals of the district, to provide more faculty support.**

**Meeting Adjourned: 3:09pm**

**Next Meeting: March 16, 2021 at 1pm-3pm**