

**Distance Education Committee**

**09/21/21**

**Minutes**

**Attendees: Heather Rodriguez, Dr. Liz Estrella, Lisa Storm, Carol Hobson, Joel Thompson, Lindsey Bertomen, Monica Galvan, Nancy Wheat, Pimol Moth, Herbert Cortez, Laura Otero**

**Meeting Began: 1:05pm**

**Introduction**

Heather welcomed everyone back to the new school year. Heather informed the committee that they have submitted the DEC Handbook that had been updated since the last time, it had not been updated since maybe 2015. The handbook was submitted to the Academic Senate back in May and approved by the Senate. Heather asked if anyone had any questions, Lisa didn’t have any questions, but would like to add some items to this agenda. She would like to add finish faster online, OER and compliance with the statue, and would also like to a minute to discuss the memo Dr. Wilkinson sent out to faculty. The memo seemed very blaming faculty and also that they are participating in a conspiracy if we do not comply. Heather also informed committee that Clint Cowden has been moved off the committee and has been replaced by Joel Thompson. Joel Thompson is the new interim director for Science & Math Institute.

The committee has not met since the summer, Heather asked if there were any concerns that came up over the summer. Lisa brought up that they froze their classes (Distance Ed) for two weeks for no reason at all, and for two weeks’ students could not register for them. Heather implied they were moving them to in person because that is what everyone wanted, however, Monica Galvan informed committee that students were being moved without being notified and it was a bit hectic for students. Liz Estrella feels they did learn from the pandemic that more students do want classes online because of the way they are doing it. Liz feels they need more support in offering more online classes. Monica encouraged everyone to start from now to the future, and for the committee to have some plans and show that distance education is a great tool and what seems to be working well is the late start distance education classes as well.

Lindsey suggest that the committee needs to show them statistically that distance education classes are something that students are demanding right now, because of their situations and what they need. Monica also suggested that the committee have a Google Document where the committee can actually write down the things that need to be improved. Lisa asked about the DE plan and its status, and believes it is a good planning document where the committee can put all their priorities in it, instead of discussing it every meeting. Carol said the DE plan fell apart, and would go back to visit it, but she has many other responsibilities. Lisa suggest putting in the committee’s priorities and getting back to DE plan and getting it written. Lisa also suggested Heather ask for funding for the DEC Committee to compensate members for their work on the committee. All other committees get funding except for DEC committee. Heather suggest the committee figure out what it is that they need and have it documented so they can present it to the President, and move forward instead of always coming back and talking about the same things.

**CidiLabs**

Heather would now like to move on to CidiLabs and show only the first fifteen minutes of the video where they break it down and she will provide the link if the committee would like to in and take a look further into it. Laura also has some information on CidiLabs. This video was recorded on August 18, 2021 so it is relatively recent, and Heather believes it is the same video Carol had shared with her originally. Heather asked the committee what they thought of CidiLabs. Monica thinks it is a wonderful tool, but will require hours from everyone to modify what they already have. Monica also asked if they will have some support, so they can actually have someone helping them building and rebuilding our courses if they use this. Carol says CidiLabs is so much cleaner and easier to use. Laura feels it is a real valuable tool for Administrators in the system, because it lets us see all the great reports. Heather totally supports CidiLabs, however, asked if it was free only for a certain time. Laura replied that CidiLabs is never free, and that we need to obtain the dedicated software and the resources to install it. Heather asked the committee what they need to do to secure funding for the tidy up or any other piece they may want. Does the committee approach the senate? They have already sent it to Dr. Wilkinson. Carol spoke with Cheryl and she suggested bringing it to the Senate and have them support it.

**Priorities**

Heather asked what other priorities besides including HR in accessibility. Lisa would like the committee to start complying with ED code 6646. To have OER resources in the schedule. Carol would like to see an outward facing page for distance education on our campus, she would like to see a button where students can click for anything online fully face to face, anything hybrid, anything low costs. All the students would have to do is click a button and every class would come up and search within that. Carol also informed the committee that there will be $115 million dollars coming the Community College’s system. The board of Governor’s is going to take this up and decide where the funding will be distributed. They are going to do it district and talking about different ways to do it so it is more fair. Liz suggest doing a needs analysis or at least give information about how many students want classes online and services like counseling and other services online. Heather suggested creating a survey with Matt and then go through that. The students haven’t been surveyed this year like they were last year, and that was a concern. Monica recommends a survey that is read by students, so we use a language that is something that will encourage the students to participate, so we can have clear outcomes. Heather would like to come up with the survey by next meeting and have it roll out in November, so it can get to the students before registering or while they are registering for classes.

Herbert just wanted to follow up with the funding, and suggest the committee re-doing the DE Addendum at the Curriculum Committee, and they can incorporate the hybrid. Carol agrees with Herbert as well as Lisa in regards to re-doing the DE Addendum. Lisa says it is really old and really needs to be updated. Carol said Kelly Locke had some great ideas, and suggest bringing Kelly into one of the meetings and maybe do a subgroup. Carol also suggested coming up with a proposal for funding for faculty/staff roles needed to support DE. Lisa asked the committee to discuss the mandate vaccination issue even for online students. She asked the committee if they should put forward an exemption for part-time online students, also vaccine mandate rules proposal for DE. Monica would like to talk about Open Educational resources as a priority for this committee, and feels it is a win win.

**Up Coming Meetings**

Heather displayed the upcoming meetings for the FALL Semester. There are only two more meetings remaining for this semester. She asked the committee if they wanted to add a date in December for an another meeting. Carol implied it would be really hard to get stuff done with only three meetings. She believes the committee should be meeting four times a semester with the new sixteen-week schedule. The next meeting will be December 7, 2021. Everyone agreed to meeting in December and having the extra meeting. Lisa suggested for spring semester to see how it is going first to see if they need an extra meeting. Heather is asking if anyone wanted to take on the role of co-chair, please let her know. Liz Estrella said yes she would help Heather and be her co-chair for this committee.

Heather will send out the spreadsheet of the committee priorities, and for the next meeting would like to break up into subgroups, so they can focus on getting things done, and maximize the committee’s time.

**Meeting Adjourned: 2:47pm**