

# DE COMMITTEE MEETING MINUTES

MAY 10, 2021, via Zoom 1:00 - 3:00 pm

## Member attendance:

Present	Name	Present	Name	Present	Name
x	Andy Bloom	x	Sarah Cooper	x	Jennifer Harper
x	Robin Kurotori	x	Alison Kuehner	x	Teresa Massimo
o	James McManus	o	Shyam Sundar	o	Kenneth Bui (ASOC)

## Others in attendance:

Ghada Al-Masri, Melissa Bradley, Andrew LaManque, Catherine Simon, Mary Wilhelm-Chapin, William Wong (Interpreters: Vanessa, Aundrea), Perri Gallagher, Matt Silva

## Agenda

### 1) Consent Agenda

- a) **Minutes** from the DE Committee Meeting April 12, 2021, approved via consent agenda.
- b) Courses in the **May DE Addendum Approval** queue approved via consent agenda.
  - i) Physics courses were approved last month and the resubmission this month was due to a minor edit in requisites requiring a major revision through Curriculum Committee. Unanimous approval was extended to the addenda for these courses.

### 2) Chair's Report

- a) **DE Committee Accomplishments 2020-2021** – Robin reviewed the accomplishments of the DE Committee and the attainment of goals established at the beginning of the semester.
  - i) **Goal 1** – The process to develop a Peer Online Course Review process has begun and work will continue over the summer to develop the voluntary review of courses. A CVC-OEI Course Design Rubric summer camp will be offered June 8-10 to familiarize faculty with the rubric criteria. The camp will encourage faculty to look at their own courses and work toward aligning them with the rubric criteria. eCampus will be available to help.
  - ii) **Goal 2** – Professional Development offerings during this academic year have been varied and numerous. There were 44 inspirations workshops, numerous camps, CVC-OEI adopted courses, and several well-attended Flex Week training courses in both fall and spring. The eCampus publishes a weekly newsletter with updates, learning theory, technology updates and pedagogical tips for student success.
  - iii) **Goal 3** - We have pursued continued institutional support and have secured funding for a full-time instructional technology position as well as the DE Coordinator for 2021-2022. The Accessibility Specialist position has had two failed searches, but we will continue to advocate for that position to be filled. A budget proposal was submitted, and we are awaiting approval for the additional funding. Funding was approved for 10 faculty to attend the Online Teaching Conference in June 2021 and for eCampus team to attend the Equity and Culturally Responsive Teaching training in July.

- iv) **Goal 4** - The DE Committee has enjoyed robust discussion about inherent inequities in distance learning and began work on an Equity Statement. The inclusion of Milissa Bradley as Data Coach will help the Committee use the data gathered to inform decisions in 2021-2022.
- v) **Goal 5** - The Committee successfully ensured that addenda were in place for all courses being taught through DE by December 2020. In a step to be proactive, the Committee recommended to Curriculum Committee and Faculty Senate that all courses going through approval as new, revised, or reactivated courses automatically have a DE Addendum in place prior to Curriculum Committee approval. This recommendation will move through shared governance pathways in Fall 2021.

Robin felt that the DE Committee, in conjunction with the eCampus team had met the five goals established at the beginning of Fall 2020.

- b) **POCR Update** -The Faculty Senate supported and officially adopted the use of the CVC-OEI Course Design Rubric and the development of a voluntary POCR process on May 5. Robin will continue to work over the summer to build the POCR process and begin with a small team to review courses of faculty requesting assistance with aligning their online courses with the CVC-OEI Rubric criteria. As the program grows, there will be a need to expand the number of reviewers. Faculty interested in joining the Peer Review team must complete the POCR Training (CVC-OEI) and have at least one quality badged course.
  - c) **DE Recommendation for Mandatory DE Addendum** – In April, the DE Committee recommended that all courses coming through the Curriculum Committee approval queue be required to have a DE Addendum for Fully Online in Emergency Only (FOEO) offering in place prior to Curriculum Committee approval. The Curriculum Committee reviewed the recommendation at the May Curriculum Committee Issues Meeting. They will vote to approve in Fall. The recommendation will come before Faculty Senate in Fall 2021 as well.
  - d) **POCR Plans for Summer**- A CVC-OEI Rubric training Camp has been developed and will be offered June 8-10. The camp will cover one of the rubric criteria each day, with accessibility infused throughout each criterion. Participants will meet synchronously in the morning for an hour and then work independently during the day to align one of their courses with the rubric criteria. At the end of the day, they will be encouraged to join a synchronous meeting to share their success.
- 3) **Equity Statement** – Bullet Points 4 and 5 – It was suggested to table the finalization of the last two bullet points until the fall when committee members return from break with renewed enthusiasm and perspective. The Committee agreed to postpone action. The document will remain open for those who want to continue to work on it over the summer. It was suggested and agreed that the DE Equity Statement be a living document that is reevaluated at the beginning of every academic year, reaffirmed and included into the committee work and goals for that year.
- 4) **Accessibility - Considerations for Addendum revisions**- Robin asked the committee to think about the areas of the addendum that could be revised to support and implement change. Accessibility and Equity were two areas identified as a place to begin the discussion. It was suggested that we evaluate the process currently used to submit the addendum. How could we encourage departmental faculty to sign off or be involved in the process? It was mentioned that the Physics

Department had included notes to the Dean and other faculty teaching the class regarding how courses should be scheduled and to provide historical perspective for those who come later. It was suggested we include one aspect from each category of the OEI Rubric to give faculty a taste of the course alignment process. Another suggestion was to put a check-off screen that pops up in Canvas when a faculty member publishes a course. This would remind faculty of the need for effective contact, accessibility and provide them an opportunity to affirm that their course includes these important criteria. Mary indicated that we may have the technology in Watermark to have a survey pop up. It was agreed to discuss the topic further from a perspective of faculty support and training rather than from a punitive or evaluation standpoint. Robin will work with Mary to see if they can create a survey that includes the Foundational Four Elements affirming that the elements are in place when the course is published. The committee briefly discussed course evaluation and the role that it plays in ensuring quality online courses. The committee was reminded that our goal is to provide support, direction, and training, and to serve the college and our students with high quality online curriculum. We must continue to highlight adoption of a growth mindset and provide support as faculty work toward high quality online courses.

- 5) **ECampus Update** (Mary) – Mary shared that eCampus has a fun summer planned with many professional development opportunities. She and Jackie are currently working with four faculty on getting their courses badged. They hope to have 1-2 courses badged by the end of the summer. She encouraged all faculty to take advantage of the trainings, even if it is to just pop in to grab one idea.
- 6) **Other**
  - a) SOC-103 Survey Results will be shared Wednesday, May 12 - 11:30-12:30. <https://cccconfer.zoom.us/j/97340433458> All are invited. The data is focused on Ohlone students and their experiences with online learning this year. It may help inform DE decisions moving forward.
  - b) Issue: Some faculty are struggling to navigate Canvas independently. When this happens, it is critical that faculty know where to go. The first place to begin with accessibility issues is with eCampus who can help connect the faculty member with IT, UDAC, and Canvas. Many changes have taken place in Canvas as a result of faculty sharing their accessibility challenges. Unfortunately, when upgrades in Canvas happen, they can trigger other issues. The committee members were encouraged to share this information with their constituency.
  - c) POCR – Can we change the R in “POCR” to something more positive? Feedback and Review is seen in a negative light. This negativity may keep faculty from submitting their course for quality badging. The committee was asked to consider a new acronym over summer break.

The meeting adjourned at 2:15 pm.

#### List of Course Addenda in the Approval Queue – Approved via Consent Agenda

<a href="#">ART-112</a>	<a href="#">Watermedia Painting</a>	Reactivation	Fully Online and Hybrid
<a href="#">ASL-150</a>	<a href="#">Linguistics of ASL</a>	Major	FOEO
<a href="#">CS-900A</a>	<a href="#">Foundational Skills for Learning Programming</a>	NEW	Hybrid/FOEO
<a href="#">CS-900B</a>	<a href="#">Practical Applications of Programming</a>	NEW	Hybrid/FOEO

<a href="#">GA-912</a>	<a href="#">Motion Graphics</a>	NEW	Fully Online and Hybrid
<a href="#">MATH-901AX</a>	<a href="#">Calculus I Support</a>	NEW	Fully Online and Hybrid
<a href="#">MATH-956X</a>	<a href="#">Math for the Liberal Arts Support</a>	NEW	Fully Online and Hybrid
<a href="#">MATH-959X</a>	<a href="#">Introduction to Statistics Support</a>	NEW	Fully Online and Hybrid
<a href="#">MATH-986X</a>	<a href="#">Pre-Calculus I Support</a>	NEW	Fully Online and Hybrid
<a href="#">MATH-987X</a>	<a href="#">Pre-Calculus II Support</a>	NEW	Fully Online and Hybrid
<a href="#">MM-121B</a>	<a href="#">3D Animation</a>	Major	Fully Online and Hybrid
<a href="#">MM-908</a>	<a href="#">Storyboarding and Concept Development</a>	NEW	Fully Online and Hybrid
<a href="#">MM-921B</a>	<a href="#">3D Animation</a>	NEW	Fully Online and Hybrid
<a href="#">MUS-369</a>	<a href="#">Jazz, Rock, Pop, Blues Piano</a>	Major	FOEO
<a href="#">PD-902</a>	<a href="#">Social Emotional Learning</a>	NEW	Hybrid/FOEO
<a href="#">PD-903</a>	<a href="#">Choosing a Career Pathway</a>	NEW	Hybrid/FOEO
<a href="#">PD-904</a>	<a href="#">Fundamentals of Financial Literacy</a>	NEW	Hybrid/FOEO
PHYS-104, PHYS-141, PHYS-142	Courses were resubmitted due to requisite issue requiring major revision. Addenda were just approved 3/8/21.	Major Revision	Hybrid/FOEO

### Action Items

- DE Addendum Revise - How can we encourage departmental faculty to sign off or be involved in the process? Investigate inclusion of a notes page in CurricUNET.
- Robin will work with Mary to see if they can create a survey that includes the Foundational Four Elements affirming that the elements are in place when the course is published.
- Do we need a new acronym for POCR – eliminating the “review” term?