Distance Education Committee Minutes
October 12, 2020     1:00 PM – 3:00 PM   VIA ZOOM

Attendees

Members: Robin Kurotori (Chair), Andy Bloom, Sarah Cooper, Jennifer Harper, Alison Kuehner, Teresa Massimo, James McManus, Shyam Sundar

Non-Voting Members: Ghada Al-Masri, Abhigyan Biswas (ASOC Student Representative), Andrew LaManque, Jesse MacEwan, Quan Nguyen, Mary Wilhelm-Chapin

Others in Attendance: Pria Krishnamurthy, Jila McQuirk

Meeting Minutes

1. Approval of Minutes: Motion to approve Minutes from September 21st meeting was made by Jennifer Harper, seconded by Andy Bloom. Motion carried and the minutes are approved.

2. DE Addendum Approvals:
   d. Approved for Hybrid Only: PTA-301, PTA-302, PTA-303
   e. The following courses were approved today after discussion:
      i. CS-113 - Course was approved for FOEO following discussion. Student interaction via Canvas and Piazza was deemed appropriate since it occurs weekly. Piazza use was discussed in detail by Robin and Mary. The role of virtual office hours as effective student contact was discussed. It was concluded that since there was required interaction identified elsewhere, office hours can be included as they contribute to opportunities for contact.
      ii. NUR-301, 302, 303, 304, 305, 307 - Concern was raised over the inclusion of the term ‘Face-to-face’. Edits had been made to remove that wording after the initial review of several committee members. It was determined that the minimum weekly requirements had been met. Courses were approved for FOEO.

3. Goals for 2020-2021:
a. **Goal 1** “Generate ideas and begin the process of developing and implementing a peer review course approval process to ensure quality curriculum and pedagogy that meets state and local criteria for effective contact, with ADA compliance, and effectively meeting student outcomes through distance learning.”

   i. Robin explained that the training will be offered for interested faculty through the CVC-OEI with a focus on aligning with the OEI rubric. Mary and Alison have already been trained. Robin and Jackie Vetter begin the training today. This will be a 2 to 3-year process. It was also mentioned that eCampus has planned to intermingle the master teacher symposium workshops typically held during Learning College Week with faculty training cohort in a 6 week format to help faculty begin the process of evaluating their own courses based on the OEI Rubric.

   ii. Further discussion ensued regarding being transparent with the Union and the length to which they should be involved. It was concluded that the process should be a collaboration among DE, Faculty Senate and the Union since this issue addresses both 10+1 and work conditions. A question was raised about OEI’s involvement in certifying courses. Mary indicated that CVC OEI is creating professional development tools in an effort to turn the authority over to the individual institutions for local approval.

   iii. Andy raised a concern about Ohlone not having the essential elements of the course aligned with the OEI rubric before it is approved by the DE Committee. He referenced the process at Solano college.

   iv. The DE Committee was encouraged to think about this proposed goal prior to the next meeting in November when we will vote to adopt the proposal.

b. **Goal 2**: Provide opportunities for professional development pertaining to effective teaching methodologies and the use of new technologies in online learning. Continue to listen to faculty with respect to what they want to learn and/or explore during Flex Week. No further discussion.

c. **Goal 3**: Pursue continued and robust institutional support for distance education and resources necessary to build a stellar online program (i.e. ADA compliance). No further discussion.

d. **Goal 4**: Discuss the inherent inequities associated with distance learning guided by data. Continue to identify and encourage diversify, equity, and inclusion, including anti-racist pedagogy in online courses.

   i. It was suggested that an analysis of data should inform the decisions being made and that this wording should be added. It was agreed to add “guided by data” to the goal.

   ii. Per Dr. Bishop, the college-wide goals include more than just an anti-racist approach. It was agreed to add “diversity, equity, and inclusion” to align more closely with the four pillars and the overarching theme for the year.

e. **Goal 5**: Ensure all active courses with outcomes that can feasibly be met through distance learning have a local approval for online delivery in place by the end of 2021. No further discussion.

f. The Committee was reminded that voting would take place at the November meeting.
4. **Instructional Designer Update – Mary Wilhelm-Chapin**
   a. Peer online course review. Several part-time faculty members will be evaluated this spring and fall and were offered an opportunity to review the criteria on which they will be evaluated and work through their course to highlight areas for improvement.
   b. Creating Accessible Course Content- Mary is beginning a new 3-week series introducing faculty to the tools in Canvas that can be used to check accessibility simplistically so they can create their canvas page. More tools for accessibility are still being explored and suggestions are welcome.
   c. CVC-OEI adopted courses will be moved to 4-week timeframe rather than the current 3-week plan. Faculty prefer the longer session.
   d. Dual enrolment – Challenges exist in assuring that dual enrollment students are provided timely access to Canvas. eCampus will be working on it diligently.
   e. Mary explained that there may be some changes in NetTutor access due to the funding formula change as of July 1st. She assured the committee that eCampus will make sure to maintain the services to students and faculty.
   f. Rev.com access will be going away due to cost. Other options such as 3C Media Solutions and Canvas Studio are free and easy to use. Training will continue. Robin explained that 3C Media had indicated improved turn around time. In addition, TechConnect is offering Mondays and Thursdays zoom training. Details were in the eCampus Weekly update.
   g. Canvas Studio captioning was discussed and the support provided by staff as a pilot was briefly discussed.

5. **Adoption of new technology when added to the Canvas**
   The process of adding a new technology was discussed during the last DE committee meeting by Mary. Additional questions remain. The process and timeline for making changes to the Canvas Navigation bar remains unclear. Quan indicated that currently vendors often dictate where or not an application will be included on the course navigation bar. This puts the onus on the faculty member to remove it during course set up, which is an easy process. Timing and communication were mentioned as being an important piece of the process, as well as the financial implications associated with adopting certain technologies. The DE Committee felt that they were not in a position to micromanage the approval of new technologies.

6. **Video Proctored examination** – Concerns over the use of video proctoring (Proctorio) were discussed. Concerns identified were privacy (everything in the background is seen); equity (not all students have technology that allows for the use of backgrounds); errors in the algorithm that does not accurately recognize darker skin tones; and the inability to impose sanctions on suspected cheaters. It was agreed that the problem is much larger than a single college. Cheating needs to be addressed at the state level and adopted by all colleges. Mary suggested that faculty evaluate the way they assess learning. She provided several examples such as using a reflection journal and asking students questions during breakout rooms and using those to evaluate students. She referred to authentic learning and authentic evaluation and suggested the committee read “Grading for Equity”. The challenges of the DE committee involvement regarding this matter was discussed briefly. It was also suggested that the online classes should be limited to 12 to 15 but that might have a diminishing effect on enrollment of our college. Robin agreed to begin the discussion with the union to reinvigorate Heather McCarty’s work
from several years ago. It was agreed that discussions regarding cheating continue to be part of the DE Committee agenda and that this could provide an opportunity for continued dialogue across campus. It was suggested to bring in outside experts and guests to provide insight and alternatives. Robin will follow up to determine if there was an increase in reported cheating in Spring. Additionally, the Committee will look at the Academic Dishonesty Policy to see if there need to be revisions to include the online learning platform. Robin will reach out to Janel Tomblin-Brown and Diane Berkland.

7. **Other**: ASCCC & FACCC: All are invited to attend a symposium on The Future of Distance Education taking place on October 23 from 2:00 – 3:00pm. This is free.

8. **Learning College Week**: The Committee began the planning for spring 2021 LCW based on the attendance in sessions held fall 2020. Well attended sessions were identified and it was agreed to continue to have sessions such as Master Teacher (Peer-Mentor) Panel, Fun Tools, and Canvas studio. It was suggested to break the popular Humanizing Online Courses into two sessions to be less overwhelming. A session on ergonomics was supported as well as a session on VoiceThread. More extensive Zoom / Google training was also suggested. Funding to provide these workshops was discussed. It was also suggested to have some of these sessions repeat either in the afternoon or on another day. Robin will begin reaching out to Debi Lemon and others while planning LCW Spring 2021.

Meeting adjourned 3:00 pm
Notes taken by Pria Krishnamurthy.