**PCCD**

**Distance Education Committee**

**Minutes**

**Monday, November 23, 2020**

**1:00 – 2:00**

1. **Welcome and Introductions**

Meeting began @1:00

1. **Approve minutes**

DE Committee Meeting- November 9, 2020

Motion to approve by Inger Stark. Seconded by Brielle Plump

1 spelling correction.

Motion passed.

1. **AP 4105 update: Revisiting the DE Recommendations from last year**

Didem- We recommended some revisions to be added to AP 4105 about online ethics. I shared it with Siri. It will be on new AP4105 soon. While making those changes, Siri asked us to look at the recommendations from the previous semester to see if we

Didem- We will go over them together. Let’s go over all of these recommended changes.

Inger-The last Chancellor changed the language and turned that into an AP without going through the proper protocol. This committee AP4105, we recommended instructor guidelines. Recommend amending AP4105. It is the senate and union and … to develop APs. This committee didn’t feel like we would recommend AP 4105, we recommend faculty prep guideline. It’s the senate, and the administration job after consulting the union to develop APs.

Jeffrey Sanceri- The union’s real objection was everything that can be negotiated needs to go through us and it didn’t happen.

Didem: We can go over all these recommended changes, make additions and recommend it again. That is the process?

Discussion.

PCCD Distance Education Committee page. Recommended instructor preparation for teaching online and hybrid classes.

What was recommended and forwarded.

1. **Guest: Vice Chancellor Siri Brown**

Siri Brown- I asked Didem to bring this to the committee. I am going to propose some updates to this AP related to recent events about documentation**. Wondered if the DE committee still support the changes that were asked last year.** A lot of updates related to webcam requirement, and online integrity. If you vote yes or no, we want to move this and combine with other changes.

Chris Bernard- It will help administrators if we break the categories out. Clearly indicating pedagogy and LMS would be helpful. If you pass POCR you will pass both. It can be a more flexible document and revisited as needed.

Inger: Possible edits, small workgroup. Should there be changes to the recommended changes. Forwarded changes in January.

Workgroup to review to decide if there are needed changes for the instructor the recommended instructor preparation for teaching online hybrid classes.

Have a small work group to review and recommend (if needed) changes to the recommendations. Recommended instructor preparation for teaching online and hybrid classes.

Ben, Jennifer, Inger, Adoria, Jeffrey and Didem.

Inger- Happy to host a meeting next week at the same time. Invite Jane Smithson and Chelsea Cohen

1. **Discussion around Honor lock student privacy**
2. **Guests:**

**Honor lock Regional VO Estela Young**

**Customer Success Manager Kimberly Pulda**

Irina- Students with disabilities have a lot of technology challenges like locking them out, for other process can be challenging. Some students with disabilities need to refer to their notes, calculator accommodations. Security and privacy issues.

Answer: All accommodations such as dual monitor, screen reader or calculator needed for students with special needs should be outlined in the accommodations section. These exceptions should be explicitly outlined in advanced for proctoring agents.

Irina: Instructors need detailed instructors about this and also for students when facing technical difficulties. Clear instructions for the students and faculty.

Answer: Support team proctoring agents are available 24/7 365. When students launch their exams, a live chat bubble in the corner of the screen and this is available before and during the assessment. They can reach out to the support team for troubleshooting. We also have articles available to you that provide syllabus language. We can also work 1:1 with you to develop language for certain situations. Faculty please be very specific about what will be allowed and what accommodations can be made as we will help the students succeed in taking the exam.

Ben: Recent federal studies the entire category of software cannot detect faces of black women. Honorlock is using the same technology. Have you more effectively addressed this?

Distinction between facial recognition and facial detection. What we are doing is not face recognition, but face detection; we’re looking at a presence of a face. As long as student follows the guidelines regarding lighting, and distance and keeping their face up to the camera we have good accuracy about facial detection.

Ben: Stereotype threat. What steps are your taking to reduce stereotype thread?

Members of that group will perform slightly worse on the test. Depend on other circumstances, lighting, wearing glasses. We try to reduce the level of stress throughout the test.

The recording of the exam is available only to the faculty member. It is up to the individual instructor to see what the flags are and assess them themselves. Faculty member who is reviewing the recording to make the decision.

Is there a special training for the instructors about how to assess the flags caused by the anxiety comes out of face recognition?

Best practices to ensure that the students are in a well-lit room, this will help with face detection.

Question: What is the situation for students who have random eye movement? Some students with special needs might have this issue.

Answer: we’re not tracking the eye movement of students. Also, proctors are assisting these students. We consider all these factors.

Question: What are the requirements to be hired as a proctoring agent?

Answer: They go through a thorough training process Training in Ferpa and certification. They also go though a background check. 3-4-week training process before they go alive. HS diploma to maintain the position.

Question: Is academic background necessary or not too much?

Answer: We require high school diploma to be eligible for the position.

Proctors don’t stare at the students entire time, they pop up to remind the students the code of honor and keep them on track.

Question: Are the proctors qualified to clarify the questions during the exam?

Answer: We don’t provide guidance on the content of the exam. Proctors make sure to reduce the anxiety level. Suggestion: Instructors can put their phone numbers in the accommodation area so that students can call the instructors any time. Proctors are not tutors, just proctors.

Question: Is exams should be synchronous or asynchronous?

Answer: No scheduling, no appointments are needed.

More training for faculty to address what faculty member will allow. Be very specific in the accommodation area.

Question: If students have children at the background, will they be able to write it in the accommodation section?

Answer: Students don’t put anything in that section, faculty members do that. It’s very important for the faculty to be very specific about the living conditions of the students in the accommodation area.

If you allow students to take the exam in a public area or other people be in the same room, you can enable it. You can provide info about this to your students by entering that information into “additional instructions” field under the “student guideline” section. If it is added in the accommodation section, it goes only to the proctors, so students cannot see it.

Chris & Feather: No one here uses this technology but the ones who do are not being heard. We read articles and everything, but we don’t know about the experiences of faculty who have been using it. We should discuss it more, but shouldn’t be making any decisions about it because none of us are using it.

We need to find out how many people are using it at the schools.

Put on the next agenda.

Cora: Anxiety is an important issue we need to address because it affects the scores. If the proctoring creates more anxiety, it may not serve the purpose. That would be great to hear from the student experiences as well.

Malhi: Student may not think of it deeply. It would be helpful to bring full understanding of what it is. We can get a lot of insights from the student representatives. Students have mixed experiences with it.

1. **Updates:**

**District DE Coordinator update: Didem-** LTI survey. Thank you Brielle for putting these questions together. Last time we checked 44 faculty members took the survey. Please remind the faculty to take this. Deadline is Dec 4.

I reached out to Bob Nash from CVC exchange to get some updates. Some of the colleges are behind because of financial aid agreement and etranscript process. We are working on reaching out to these people to ask them sign the agreements and attend the trainings before we move forward.

**College DE Committee updates**

**BCC- Chris Bernard-** We set the foundation for the student DE Task Force. The idea is having more student voices to work on DE issues. We talked about the DE goals for the DE plan. When is Kevin Kelly’s update be done. Email him.

Online cheating approaching it from different angles. PSA at flex day regarding cheating. Getting a system in place.

**COA- Jennifer Fowler**- Poker organized for spring. Doing the review of the threw course is our main goal. Wrapping up online pathway CTE grant. 13 new online CTE courses. Faculty got approval from FAA to teach aviation maintenance course online. We are the only college in the region to offer aviation online. We’re planning training and support for spring.

**Laney- Judy Wong**- Training for spring for faculty. Basic and advanced users. Still taking about the survey and forming workgroups. Workgroup to build student communication. Poker team and Chelsea confident to develop.

**Merritt- Adoria Williams**- We met on Nov 9, intersession EDT courses listed. Poker, questions on the cost. Free to become a poker certified instructor. We talked about DE plan. We’ll invite all the deans to our next meeting. Looking at the AP requests.

**Student Priorities & Updates**

**Attendance:**

Didem Ekici

Ben Allen

Cora Leighton

Jennifer Fowler

Sarbhjot Malhi

Srujana Tumu

Feather Ives

Brielle Plump

Chris Bernard

Adoria Williams

Irina Rivkin

Jeffrey Sanceri

Elissa Jaw

Inger Stark

Judy Wong

Siri Brown

Estela Young

Jose Gonzalez

Wade Billings

Kimberly Pulda

