**PCCD**

**Distance Education Committee**

**Minutes**

**Monday, October 26, 2020 (1:00 – 2:30)**

* Welcome and Introductions

Meeting began at 1:02

* Updates
  + **District DE Coordinator update**

Didem Ekici - Updates since the last DE coordinator meeting.

* Discussed Poker, DE Team will create a proposal to request budget from the district. Focus on Poker and have proposal to increase budget and how it affects our students in a positive way.
* DE Team came up with a list of courses/training that meet the requirement for AP4105 to recommend and sent to Jennifer Shanoski for her review; self-paced classes are added on the list during the Covid only.
* Updating AP 4105: DE Team developed language on academic integrity and code of conduct for online classes to add to AP4105. If we all agree on it today, we can send to Jennifer Shanoski, Siri, and Academic Senate to finalize the process.
  + **College DE Committee updates**
* BCC- Chris Bernard: We had a long discussion on the movement back from pandemic online teaching. How the transition will work. Started to about the fall and what we need. Additional resources. Classrooms available for recording videos. Moving back and what that looks like. Ensure that it is not just CTE courses, option for other courses in social sciences will also be considered. Not all students and faculty are excelling.

We are contemplating DE student task force and what it looks like. Other students are requesting to join various DE committees. Thinking about student organized and run DE committee. We can hear more student’s voices and their experiences about online learning.

Cora- I got an email from my dean. Someone went through Canvas to pull all of the unpublished sections for this semester. 125 sections at BCC. Almost all of them had a lab. Guess they pulled for accreditation. Is there a way so they we move them so that they don’t appear as unpublished?

* COA- Jennifer is not here yet
* Laney- Melissa- finished up our College DE goals for the academic year. Had a robust discussion about Honorlock. Student letter made its way to the district office. Joined our committee and talked about privacy concerns with the Honorlock and artificial intelligence. How can we train faculty who are using it to address the privacy concerns and choosing the settings. Finished DE faculty survey which is going out this week, went over the questions. DE Student survey will go out in November.
* Merritt- Adoria/Feather- Poker process. Looking for instructors to get certified. DE plan. Monica will start sending out tasks to each committee member. Goals is to work on closing the equity gap.

Didem – I also receive emails that include the concerns about privacy issues. Looked at the Honorlock contract between the district and Honor Lock, I highlighted the parts about the students privacy and FERPA I can share those sections on the contract with you.

Poker-What should the instructors expect when reviewed by another colleague? Some faculty are reluctant. How it impacts us?

Melissa- Our objectives are to make the process voluntary. Met with coaching and mentorship from the Poker team. Make it a collaborative process focused on nurturing and help colleagues thru the process. Peer review process. Goal is to not make process punitive. These courses to be designed with best practice in mind. Requirement to joining consortium. Benefit these courses will be available for other colleges cross enrollment. Do these go to an administrator for review? No review outside of the peer review team. Nothing that would go to an administrator. Framed as professional development. Beneficial to fill seats, benefit for part-time faculty. They can go to other schools to host their classes.

Next meeting add Poker update

* + **Student Priorities & Updates**

Mali update- Based on the discussion with Didem, peer to peer instructions for students. Instructors are awesome. Encourage students. Task Force that is dedicated to DE focus of students by students. More accurate outlook.

* + Approve minutes from:
  + October 12 meeting

Anything you want to add? Irina Rivkin name misspelled.

Melissa motion to approve. Irina seconded. Minutes are approved.

* **Set Project Priorities, Work Groups, and Outcomes**
  + Improved communication to students: Adoria Williams, Brielle Blump & Irina Rivkin
  + Needed DE Policies and Definitions: Elissa Jaw& Melissa McElvane & Judy Wong
  + Clarify Relationship, communication and support for college DE committees: Cora Leighton & Srujana Tumu
  + Prevention of Cheating and Plagiarism: Chris Bernard & Ben Allen
  + DE Survey in the Spring: Brielle Blump & Feather Ives

**AP 4105 update**: Adding language on [code of conduct in online classes.](https://docs.google.com/document/d/10z_8k-mYZWrKpVg62FmaHZqsqbXUGSRLU9jUDgIIfqo/edit?usp=sharing)

AP 4105- Almost finalized. If there is anything missing in this document, you can make those revisions now and it can be shares with Jennifer Shanoski and Siri Brown.

Recordings is an important accessibility feature. Almost all DSPS students need the recording. Also, a lot of situations where students have changing work schedules. In my syllabus I say that classes are recorded. So in terms to ask for oral or written consent. Maybe we can say “notified in advance, given the option to have their participation not recorded”.

Comment: have a situation on our campus recordings are overlapping on classes. Uc Santa Cruz provided some guidance on recordings. Students with disabilities should be given the permission for recordings.

Comment: When students are required to turn on webcams and the sessions are recorded, then it brings up some privacy issues. The language should not encourage the faculty to ask students to turn on their webcams. Having the recording is very important for accessibility purposes, but at the same time, requiring webcams and record the session can bring some issues. Give students the option to turn off their webcams if the session is being recorded. Specify academic integrity purposes in parenthesis in the document. Clarify final exams or midterms.

Comment: Putting everyone in breakout rooms during the test instead of having everyone in the same room together. Has anybody done an individual breakout room to take their test? It would be uncomfortable to be observed during a test.

There is a math instructor who has done this. Use their language and offer it as an option in addition to Honor Lock.

Have the option for the recording to be paused when they are sharing.

Question: When things switch back, do you anticipate recommending students to take online classes because of the recourses available?

When students record it does not come out well that’s why we ask instructors to do it. For F2F classes, many students had note taking accommodations and they requested note taking volunteer. Now that we have zoom recordings, they don’t need it anymore. Some students will opt to keep taking online and some would like to go back on campus. It is 50/50.

Comment: These are too detailed guideline that might be hard to include in an AP. Maybe we can come up with a separate document with guidelines for these details.

Suggestions: Citation 78907 can be added, just reference to this code.

Jennifer- Keep AP broad, can make specific recommendations and guidelines.

Changes approved. Send to Jennifer Shanoski. Then ready to go to Academic Senate.

* **Combo classes for Spring semester**

[Type text]

Introduction to combo classes. This is something we will discuss more in the next meeting. The reason we could not combine because of students were able to see the names and the discussion comments of other students which violated FERPA.

Can labs and concurrent sections can be combined into one? Yes.

DE Coordinators stay a few more minutes?

* Meeting ended at 2:22.

**Attendance:**

Malhi, Cora Leighton, Didem Ekici, Adoria Williams, Christopher Bernard, Brielle Plump, Irina Rivkin, Melissa McElvane, Elissa Jaw, Benjamin Allen, Srujana Tumu, Feather Ives, Judy Wong, Douglass Cobb, Jennifer Fowler