# PCCD

# Distance Education Committee

**Minutes**

**Monday, March 22, 2021**

* **Welcome and Introductions**

**Meeting began at 1:00.**

* **Approve the minutes from:**
  + DE Committee Meeting- March 8, 2020

Motion to approve the minutes, Cora Lei, Melissa seconded. Approved.

* **Updates**
  + Student Priorities & Updates

Didem asked me to reach out to student groups to ask if they would be interested to be interviewed for the Online equity conference. Working on survey for student task force. Asked students ideas for types of questions, their problems with distance learning. Encourage people to join to have consistency communicate with student leaders. Communication going with DE committee. Meetings on Thursdays, Didem will join.

Didem Ekici- Thank you for helping me find students for conference.

* + College DE Committee updates

**BCC**- Chris Bernard- On Thursday we partnered with student accessibility services. Peralta online equity initiative to discuss accessibility and equity and presentation during Flex. It was very well attended, a lot of interest; it was over 50 people. We are all building out our understanding of the tools available. We framed it as like a way to start the conversation and getting people thinking about it. It was a very good presentation. Distinction between accessibility and accommodations. DE committee meeting discussed synchronous education vs asynchronous education, synchronous online after COVID. Important to know what students want and what is effective.

Cora Leighton- VPI continued to express ongoing funding at this level, if not more. Hoping in next meeting we can confirm funding for an increase. She will find about next round of CARES funds. If we have an increase, we can split the work between a DE Coordinator and a poker lead.

Didem Ekici- It is great that we are planning ahead and coming up with ideas about the future of DE. About accessibility, it was the scope of the last DECO meeting and they shared this website: California Community College: Vision Resource Center. It's really good website with many resources and accessibility is part of it.

Chris Bernard: One school was sharing a job description. $60,000 for each accessibility expert in each school. This work is like well beyond what have the expertise and capacity to do.

Elissa Jaw- Also, on the accessibility Center website, there are some job descriptions is on the website. That might help out in tailoring our own job description postings for some of the criteria of their expertise.

**COA**- Jennifer Fowler- We don’t have much new. We did a FLEX a presentation to share out the results and our faculty experiences with our online CTE pathways grant, so that was really positive. Conversations about what scheduling will look like. Some faculty are eager to go back on campus

**Laney**- Melissa McElvane- When we met last, we also spent a bunch of time reviewing our FLEX day presentation, so we talked about course design with CVC-OEI Rubric and Online Equity Rubric. intersession courses from perspective of course design. What that looks like for a six week or eight week and intercession course as three units is so much different than a semester long course. Spent time in workgroups, working on our DE plan revising that some and noting kind of our accomplishments to date. What we wanted to focus on in the semester.

**Merritt**- Monica Ambalal- Drop in hours on flex day and a ton of questions for two hours. Clarity on the combo classes and sending text messages for Canvas notifications, why my Canvas shell only is allowed to have 500, where to get help for basic computer applications. Showed people Canvas Commons for some type of requests.

I’m going to classified senate soon what classified needs are for DE. Working on plan and bylaws. Instructional designers to set up platform. Told VPI that I need help in funding. New EDT 4 (Curriculum design) and EDT 6 (providing support for online learners) started today. People want to sign up you know for more EDT.

Didem Ekici- Providing support for online, problems with combo classes?

Brielle Plump- There is a DE support form, if you have faculty that have questions feel free to forward them to me or to the form in my signature. A lot of questions about deleting Zoom recordings. Faculty resource Canvas shell home page, what’s new in DE. Tab. I've got some information about those Zoom recordings and what's going to be deleted and what the timeline is. New prompt the new People Soft information is in that same tab as well .

District DE Coordinator update

Didem Ekici- Peralta Online Equity Conference Preparation has been going well. Friday was the last day for proposals, we have amazing proposals from different universities and colleges including Stanford University, Arizona State (which is famous for their online classes),and the University of Chicago etc. We will go over the proposals and make a decision soon.

Siri joined our previous meeting and shared her insights about restructuring DE. It was exciting to start this conversation. The DE Team started creating a DE map to take one step ahead and we will propose it to Siri after we get the DE Committee’s input and it will help Siri to have a plan for DE structure in the future. For example, CVC-OEI requires us to have consortium team at every college which means that we need new positions and new funding in every college.

* **DE & LTI Survey Updates (Survey Results are attached)**

Didem will survey results and summary with everyone.

Brielle- 146 faculty members contributed to the survey out of 900+, so the way people feel about it is and support have shifted. We can tweak it so that, when we administer it later this semester, the data is a little bit more impactful.

Srujana- If we are planning to run another survey, do thru canvas. More Reponses thru canvas rather than email. The reasons we didn’t do through Canvas was because we we running the districtwide survey.

Brielle- perhaps we combine the surveys. Take the opportunity to ask all of the questions we need to ask.

* **LTI Discussion:** Choosing, vetting, funding, and training for LTIs

We have three different sources of data that help us in the LTI implementation process, one is LTI survey which was shared with the faculty through districtwide DE Newsletter, Mark Johnson’s email and Siri’s email in different weeks. The other source we have is email communication. We look at the emails we get from faculty that includes any LTI requests, concerns or feedback. And the third source is the usage report on Canvas that Srujana puts together for us so that we can see how many instructors are using certain LTIs etc. These three sources are helping us to make a decision about LTIs. Brielle helps with the communication with vendors and Srujana helps with the technical side of it. Funding part is related to Siri’s budget. For the training part, Brielle is communicating with vendors and ask trainings.

Brielle: This semester we haven’t provided any trainings yet. Last semester, it was only 4-9 people joined the webinars so it wasn’t effective use of time. That model couldn't work differently in the future because I do think people want those trainings, but it’s hard to pick a random time on a random day in the middle of the week.

Chris Bernard- There's the discounts that we receive in the stack purchasing window that opens April 1 and closes may 30. For example,a program that makes Google documents accessible is 500 bucks for college right like. I think we need to dig into that and take advantage of the purchasing window for discounts. Having a rubric to go to go through certain Apps that are new not necessarily the ones that are existing and we were like aware of.

Cora Leighton- We never developed a rubric? I have a rubric that institutions can use to judge LTI’s. I will find and share it with you.

Didem Ekici- One of the suggestions I got from DTC Committee was to have mor eopen communication with the IT Leads about LTIs. This is something Brielle, Srujana and I can talk and decide how to collaborate.

Brielle Plump- suggestion- Feedback on STEM LTI’s specific to math and science. if anyone has strong relationships with those departments, or those department chairs, please do get us in contact with them, because we just love to hear what kinds of tools they're looking at within those disciplines.

Chris just shared a rubric for LTI tools.

Spend 10-15 minutes in breakout rooms.

**Work Groups: Launching the projects in breakout rooms**

**Accessibility Work Group:** Brielle Plump, Monica Ambalal, Melissa Mc Elvane, Cora Leighton, Irina Rivkin

**DE Bylaws:** Monica Ambalal, Didem Ekici, Judy Wong

**Student Task Force:** Jennifer Fowler, Melissa McElvane, Adoria Williams, Srujana Tumu, Judy Wong, Chris Bernard

**CVC-OEI Consortium requirements:** Jennifer Fowler, Melissa McElvane, Adoria Williams, Srujana Tumu, Judy Wong, Chris Bernard

Meeting ended at 2:25.

**Attendance:**

Didem Ekici

Cora Leighton

Jennifer Fowler

Chris Bernard

Malhi

Melissa McElvane

Srujana Tumu Brielle Plump

Elissa Jaw

Monica Ambalal

Irina Rivkin Douglass Cobb

Vicki Ferguson

Brielle Plump

Judy Wong