

# District Distance Education (DE) Subcommittee Meeting Minutes

Monday, April 25, 2022 1:00 p.m. - 2:30p.m.

- **Welcome and Introductions**

Meeting began 1:00

- **Approve the DE Subcommittee:**

- Minutes from April 11, 2022

Motion to approve highlighted portion in yellow, sentence not captured and member could not remember statement by Cora Leighton, seconded by Jennifer Fowler.

- Agenda for April 25, 2022

Request to add Respondus faculty and survey. Srujana Tumu provided names of faculty members using Respondus, 59. Ask them to share the survey with their students.

Motion to add by Sergio M., Melissa McElvane seconded.

- **Updates**

- Student Priorities & Updates

Sergio M- Not much to update, most students were pretty stressed out with transferring. Tragedy at BCC, shelter in place incident that happened at Cal. Connection between those students, breakdown in communication. Some people received an email but I did not.

Didem Ekici- The district has an app for this very purpose. It is not being used. Strongly suggest that you email student services that not all students notified, only some. It might be a technical issue.

College DE Committee updates

**BCC-** Cora Leighton- I signed up for Nixle. Should be easy to send messages to tech update. Kuni Hay was saying that we should be able to send a push notification to students. We didn't have a lot of updates because of multiple traumas on campus, all meetings were canceled. Funding for POCR reviews. I have been asked by Bob Nash to join a panel at the online teaching conference around Hyflex in Long Beach.

Chris Bernard- Trying to figure out what the plan is for next year for POCR, provided opportunities over the summer. Collaborating with professional dev to try to figure out a pathway. The training and work that it requires. Different from reviewing courses. We are doing some stuff collaboratively, don't have the infrastructure. Some projects that we have done. We are on the fringes as we work toward becoming Pokr certified.

**COA-** Jennifer Fowler- Last week we had our DE meeting. Release time for DE coordinators. Our college is getting less release time than the other colleges. We talked a lot about funding. The enormous work it takes to get a class aligned. Faculty feel overworked with the accessibility. We brainstormed some low level ideas. I plan to reach out to our PFT reps, negotiation in the future. Partner with PFT to come up with ideas.

Nora Mitchell- POCR coordinators meet monthly. Appreciate the help and guidance. I hope that will continue.

**Laney-** Melissa McElvane- Our Laney DE team reviewed the modality list from ACCJC. Some feedback to share. Pokr mentorship program showcased on Friday. 6 mentors, 7 mentee. Our DE coordinator interviews began on May 3. A number of candidates. Interviewing process. Judy

reapplied along with other candidates.

**Merritt-** Adoria Williams- We talked about the ACCJC changes in DE. Discussed Respondus and POCR. We are moving forward with the plans to revise what we were told as far as the courses that we submitted. Mandatory meeting next month.

- District DE Coordinator update

Didem Ekici- DE coordinator load update. Up to .4 to all coordinators at each college. Above .4 up to VPIs. Laney and Merritt got 1.0 and BCC and COA got .4. We had two separate meetings with VPI's. This is the final decision. We are trying to find solutions to close this gap. We don't want any services to be affected by this allocation. Unfortunate, happened because of communication.

VoiceThread- We have to pay \$38,000 to renew. In the past it was Covid related funds. All this funding is gone. Trying to use our money efficiently. If Canvas Studio can replace VoiceThread. Since it is free maybe we can save. The limited user means 1,200. Currently there are 900 using it. Provide Canvas Studio related training.

Respondus- 56 users so far. We are planning to collect data from students to make a better decisions. Quick survey to faculty and students, what kind of support they need from the district.

Cora Leighton- Kuni told us 9% of students responded to the survey last semester. Is not a represented sample of our students. Administration keeps saying we don't know what the students want. Not data that we can actually use. How we can work to implement the survey that gets effective data? Folks can sign up for Nixle updates in their area (Berkeley etc.). Sign up at Nixle.com for your area code

Didem Ekici- Sending it first to faculty then through emails. We can encourage faculty. Nothing about faculty, only evaluating the tool. Suggestions about the wording that the faculty may be offended. Suggestions on how to reach out to students.

Peralta conference is this week. April 27, 28, 29. We have presenters and participants from different parts of the world. Please join us, it's free. Register.

CVC is our sponsor and supportive of our initiative. Student panel on Friday. Thanks to COA Academic Senate Jennifer Fowler and Andrew Park for donating gift cards for students.

- **Respondus survey questions**

Moved into breakout rooms to discuss questions.

Edits have been made and questions will be shared. Suggestions on increasing student participation.

Elissa jaw- In the Respondus training I asked questions regarding accessibility. Link:

<https://web.respondus.com/accessibility-lockdown/>

Nora Mitchell- Is it possible to get access to a Canvas shell? Bring it up to this committee as an agenda item. To create a new Sandbox, not real courses.

Laney platform sub-account.

- **Online Course Modality Definitions**

- Discussion of the terminology for the modalities.

- **LTI budget**

- Discussion of DE related LTIs

Meeting ended at 2:30.

**Next Meeting: Monday, May 9, 2022 1 p.m.**

Didem Ekici  
Andrew Park  
Melissa McElvane  
Albert Maniaol  
Marilyn Varnado  
Cora Leighton  
Joe Bay BCC AV  
Sergio M  
Jennifer Fowler  
Srujana Tumu  
A.R. Williams  
Chris Bernard  
Elissa Jaw  
Nora Mitchell