

Peralta Community College District
District Distance Education Subcommittee
October 25, 2021 1:00 p.m. – 2:30 p.m.

Draft: Meeting Minutes

Welcome and introductions:

Waiting for quorum to begin. Going over meeting membership. Director Albert Maniaol called the meeting to order.

Approve agenda 10/11/2021 meeting minutes:

Motion to approve the agenda by Adoria Williams

Seconded by Irina Rivkin

Approved.

Approve to correct Stacey Sheers spelling.

Motion to approve minutes, Sergio Mazariegos

Seconded by Melissa McElvane

One abstention, minutes approved.

Director of Academic Affairs, Albert Maniaol:

Ongoing training for accessibility.

Learning Tools/Tech. Interoperability (LTIs)

· **Districtwide Student Survey on Class Formats**

From our District IR, provided the timeline for the Districtwide student survey on class formats. IR will send out a survey district wide. Input on the questions to ask the students will be solicited from various committees. For the next meeting, it is proposed to have breakout groups and come up with some questions for the survey. Survey will be finalized in December using Qualtrics and will also provide training on procedures. Actual survey will be sent out in Jan. /Feb. 2022.

- Our students have been wondering how students can give input on the students (?)

- The job description went out for the Research Coordinator. Curious about their involvement, and why the need for a separate. A surprise, just curious.

AManiaol- I am not sure. It will be an action item, will get an answer for you.

· **Spring/Fall 2021 DE Student Data**

Chart:

Retention and completion Spring 2021:

· **IT Proxy Integration Process Update**

How long will be the outline courses? 3-6 weeks to do the integration. What can we do so we do not miss the opportunity to have non-Peralta students? If they receive that file by Nov. 1, all students will be able to view our online courses.

AManiaol- Collaborated with IT and CVCOEI a meeting. Our IT has completed last Friday migrating all the data in order to complete the single sign on process. Now waiting for state chancellor's office IT to validate/test them.

CCC Apply admin portal needs to be dev. Only students ID will be valid. OUR IT needs to create a guests user name so they will be included to access this new portal. Need the names/email address of those staff. Log in with peralta and can enroll in any college.

This is part of the requirements for the consortium.

College DE Teams-

COA- Office hours, DE Committee meetings nothing new to report.

Laney- We are running the humanizing course. Please sign up will takes sign ups next week. Aligning our DE plan with the districts. Develop student inquiry groups.

No BCC or Merritt reps in attendance.

o Online Equity

Brielle Plump- There is going to be a newsletter to keep the district engaged with online equity that will begin in the Spring.

o Revised DE Plan

Dr. Stark was tasked to oversee that it goes to the shared governance process.

Overview of ConexEd

(Angela Khoo, Lilian Chow and Marissa Nakano)

Angela Khoo- We are the campus leads. Counselors were tasked to be the first guinea pigs. Students come in and engage. It is web based. Students do not need to download an app. Compatible with all devices and in real time. Many hurdles for myself and worse for my students. Platform called Cranium Café. Gives you a relaxed feel. Counselor can dial in immediately from phone or computer. Student services portion has to be fixed. Built to simulate in real time, an office experience. Virtual pathways.it does not work with Internet Explorer. Students will have CC in their campus shell. Very user friendly. Phase 1, Counselors will spearhead this and then move on to student services. Merge with office 365 calendar. Links up with PeopleSoft. We lost Starfish and now do not have early alert. Allowing instructional side to refer students. Everything will be more centralized.

Discussion:

- Nice to hear the positivity, thank you for sharing with us. Eventually we are going to transition from using Starfish to Cranium Café for scheduling. Not right away.
- If you join those training you can see more of what the student's experience.
- Eventually the library will be able to utilize.
- 2 weeks to get an appointment. Response time at least a week. Can we keep a flow of information going with these? Help students is to get a report, this is what you should do. You can't trust what you are told, want in writing.
- They are at BCC. This is a technological tool that the counselors will be using. Regarding the comments you are making about access to appointments, there is always a same day appointments available. Different counselors may vary, depends what you are doing with the counselors. If you ever having any difficulty you can contact me.
- I would do that but a lot of students will not.
- Chat history and a check function. You get an immediate email and a link on how to set up your computer to prepare.
- 3 ways to see a counselor: 1. IM, knocking on the door, 2. Virtual lobby, 3. Traditional way, schedule an appointment.
- Is there is some level of adoption for success? There has to be a low bar for success.
- When we had to go virtual overnight. Some co-workers refused to change. Eventually they went on Zoom. Your campus leads will help. All there in one portal.

- Regarding the appointments feature. Very clunky system, it won't show all of my availability. Is this system a little more student friendly?
- In process in anticipating those bumps.
- ConexEd/Cranium Café is primarily a tool for student services, not reliant on instructional faculty use. How many of our students have fallen through the cracks? We have a lot of Heerf II funding. Starfish not doing it anymore because of the cost. Can we have a conversation about Starfish again?

Items for Discussion:

o Recommendation to embed pre/post assessment

Survey in Canvas (Monica Ambalal)

- Guided pathways at Merritt, embed a blue print for Canvas. Help with our equity and ESOL piece. Win-win to get all four campus to have a survey. Survey of student experience. Benefits all. How do students get this assessment? Should be made so it's not duplicated.
- Existing on the left hand dashboard, restriction one time. LTI impact, universal notifications at the student level. Would be happy to brainstorm with you later this week. Have to prevent over surveying.

Follow-up: Finalize Priority Projects for Fall 2021:

Any follow up regarding the items below?

o Review Draft Title V updates/changes

o Training needed on use of (new) Letters of Accommodation info.

- Roberto is still working on the AIM system. Conducting our own training at BCC. There is a need to do this district wide. Specifically with him and Inger, district wide at Flex. Let him know a space would be created with him.

o Providing accessibility support for faculty (increasingly urgent).

- DE POKR leads are doing accessibility training. Learning more about how to make our courses accessible. We realized that we don't know. Drafting up a job description college or district level. An opportunity to rethink the roles on how the budget is allocated. Put funds aside for an accessibility specialist.

o Support POCR teams at colleges (?)

o Providing training for early interventions tools for student success

Other Matters:

o Announcements, Q&A

- The membership needs to be updated. Dr. Stacey Shears is filling the VPSS role assigned by VC Brown. Other VPSS will not be joining this committee.

Adjournment

(Next District Subcommittee Meeting: November 8, 2021)

Attendance:

Albert Maniaol
Angela Khoo
Adoria Williams
Judy Wong
Irina Rivkin
Jennifer Fowler
Melissa McElvane
Elissa Jaw
Stacey Shears
Andrew Park

Brielle Plump
Marissa Nakano
Lilian Chow
Monica Ambalal
Sergio Mazariegos