District Distance Education (DE) Subcommittee
Meeting Minutes
Monday, September 12, 2022, 1:00 p.m. - 2:30p.m.

Attendees: Albert Maniaol, Dr. Didem Ekici, Srujana Tumu, Jennifer Fowler, Nora Mitchell, Judy Wong, Dr. Cora Leighton, Lauren-Allen Requa, Monica Ambalal, Christoph Muehlinghaus, Chiran (District IT), Richard Kaeser, Elissa Jaw, Christopher Bernard

- **Welcome and Introductions**
  The meeting was called to order at around 1:06 p.m. Didem provided an overview of the agenda and introduced new subcommittee members.

- **DE Subcommittee Approved:**
  - Meeting Minutes from May 23, 2022

    Motion to approve by Cora, seconded by Monica Ambalal
  - Agenda for 9/12/2022 was adopted

    Requested to add, "Blueprints for all Canvas shells" on the agenda

    During the discussion, it was recommended to move this request to the 9/26/2022 meeting

    Motion to approve by Cora, seconded by Jennifer

- **Updates**
  - Amended POCR Leads access to Canvas shell /and Sandboxes
  - Sergio / Chris Bernard – reported that the Honors survey had good responses: there were minor tweaks that was brought to the Academic Senate; endorsed the framework and got away with the codes.
  - College DE Committee Updates

    BCC (Cora Leighton) – It was a stated that a counselor has stepped-down; their main goals are accessibility, focus on Distance Education (DE) funding and the LTIs. It was further stated that Canvas is not only for DE. There were also lots of frustration from losing some of the LTIs, i.e., Hypothes.is and Pronto. A request for resolution will be coordinated with the Academic Senate.

    CoA (Richard) – None to update at this time since he has not yet met with their DE Committee whose Chair is still Jennifer.

    Laney (Judy Wong) – Basically, same issues with CCC – Hypothes.is in particular. There will be workshops for faculty in the use of Hypothes.is, Labster, Canvas Studio – how to's and videos for everyone.

    *Didem stated that Hypothes.is was discontinued as there were only 23 faculty members across all colleges who used the program and annual District cost was $7,100.

    Merritt (Monica Ambalal) – Their committee meeting will be on 9/13/2022 and they will revisit the DE Plan; there is a big push for HyFlex but cannot be implemented, they will just educate the campus for now. Srujana is assisting in maintaining links

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to various sources in Canvas.

POCR Updates

BCC: Chris Bernard – acronym of POCR? They have run the A, B, C, D courses and finished 2 additional courses. 3 was originally submitted, cleaned and resubmitted them and got okayed. POCR review funding needs to be explored. POCR training pushed to Professional Development (PD) to re-align budgets.

CoA: Jennifer Fowler – Faculty made changes to the ones submitted; funding is inconsistent for POCR budget; movement of executive management; touch-in to PD budget as funds are all temporary, i.e., HEERF funds. *Didem remarked that funding needs to be institutionalized.

Laney: Nora Mitchell – 2 courses are ready for state certification; 5-POCR certified courses are in place; 8-weeks mentorship program for the rubric's A, B, C, D; their mentors and mentees already got paid and Chelsea will provide support. Accessibility is also a main concern for them.

Merritt: Monica Ambalal – will build a webpage for POCR; 2nd – new funding sheet with data for courses; identify how many have already obtained "badges."

District DE Coordinator: Didem - she went over the PCCD DE Handbook. Judy asked if this would replace the FCRS and Didem responded that she is not sure and this topic can be discussed but both sources are going to be helpful to faculty

- Integration of Zoom in Canvas (except Calendar): Cora questioned about downloading attendance – did anyone experienced this issue? Nora said it's not there anymore; needs instructions on how to download attendance or using the "chat" feature.

- CVC Exchange (Phase I: Course Finder) – very close to meeting this requirement; hopefully in the next 2 weeks or so. Webinars for counselors were provided.

- DE Budgets – LTIs were affected; prioritization on which LTIs to retain were based on the usage report. Some LTIs are part of the STAC and some are not.

- Accessibility – this is up for discussion.

- Peralta Online Initiative Rubric and that Dr. Kevin Kelly applied on behalf of our Online Equity for an Adtalem Foundation grant and was granted. OE Training under this grant will consist of 10 Peralta faculty and 20 external CCC faculty. Cora stated that it will be counter productive if DE is not supported. Funding POCR is important as enrollment is increasing. Didem said that we should coordinate with all colleges just to be aligned.

- Course Modalities Definitions – we proposed to DAS to refer to video conferencing (instead of the term, "Zoom," and HyFlex is not implemented pending bargaining outcomes. This will be voted in the next DAS meeting. Cora added that this is faculty driven, why was it deemed not? Didem added that there should be alignment regarding course modalities across all colleges. *Dr. Goldstein was referring to faculty did not have any say on modality.

  Jennifer brought back the "replacing video conferencing instead of using Zoom. A motion was opened for this including the HyFlex verbiage and was seconded

by Richard. Motion was carried.

- Canvas Solutions and Canvas Calls (Judy Wong): Didem to meet with Dr. Kelly (once a month, 30-minutes check-in). This is not scheduled right now, just done via e-mail. Laurie on Campus Solutions stated that it has video that is out-of-date but will update the "How to's" videos. VPI/Communication will be responsible for updating the videos.

Meeting adjourned at approx. 2:32 p.m.

Next meeting: Monday, September 26, 2022, 1 p.m. – 2:30 p.m.

Scribed by A. Maniaol
Unedited, 9/23/2022