



Distance Education Committee Minutes

Sept. 2, 2020

Next meeting: Sept. 16, 2020

Date: Sept. 2, 2020

Zoom Meeting:

<https://cccconfer.zoom.us/j/99578026727?pwd=QXR5RUNoRUY0OFIqRVZCY1lwLzJQQT09>

Password: 950357

Starting Time: 2:30 p.m.

Ending Time: 4 p.m.

Chair: Erin Hiro (20-23)

Members: (Add check to those in attendance)

Faculty, PFF: Russell Backman ✓

Faculty, at large (20-22): Amy Caterina ✓

Faculty, at large (20-22): Kelly Falcone ✓

Faculty, AMBA (19-21) Michael Gilkey ✓

Faculty, MSE (20-22): John Harland ✓

Faculty, Library (20-22): Linda Morrow ✓

Faculty, at large (20-22): Steve Perry ✓

Faculty, CTE (20-22) Jacob Shiba ✓

Faculty, Part-Time (19-21): Jonathon Singh ABSENT

Faculty, L&L (19-21) Stacey Trujillo ✓

Faculty, DRC (20-22): Alyssa Vafaei ✓

Faculty, SBS (19-21): None

Faculty, Student Services (20-22): None

1. Call to order
2. Approval of minutes (Perry/Harland (Change Farrell Approved (Vafaei, Shiba, Backman abstained)
3. Public Comment (Summarize any public comments)
No Comments
4. Announcements(Summarize any public comments)
 - a. ATRC Meeting included information on Blackboard Ally, Starfish, CVC-OEI Trust Exchange, SAO Report from David Gray
5. Information(Short summary for each)

- a. Introduction
- b. Minutes
- c. DE Tip of the Week/Month
 - Consolidate DE emails to 1 email per week, possible phased in approach to not send too many emails during the first few weeks, send concise emails with options for more resources, possibly videos, etc.
- d. Review DE Goals
- e. See attachment

Goal 1: Explore the CVC-OEI, review the sign up process and consider joining.
Goal 2: Institutionalize POCR Review after the grant expires.
Goal 3: Increased Communication with faculty and ATRC
Goal 4: TERB Partnership and if online classes should be evaluated
Goal 5: Improve website organization of online resources
Goal 6: Consider DE Issues such as using Canvas/textbook coursepack/camera requirements, other communication tools
Goal 7: Accessibility and other trainings

- f. DE Trainings - Members will email DE Coordinator with ideas
- g. Canvas course requirements - Introduced DE Committee members to two issues
 - i. Requiring cameras on during class. Controversial issue on how to protect students privacy and religious rights while helping faculty adequately assess and support student learning
 - ii. Palomar's policy requires faculty to use Canvas for all classes, yet ATRC numbers show that not all faculty are doing so. We need to help all faculty use Canvas as a primary entry point to their courses, even if most of the material is elsewhere.
- 6. Action
 - a. Review policy on Canvas access
 - b. Members feel it is best to include information in course description to fairly inform students of requirements such as computer cameras, other technology requirements and be flexible this semester
- 7. Adjournment

