



Distance Education  
Committee Agenda  
Nov. 4, 2020  
*Next meeting: Nov. 18, 2020*

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| Date: Nov. 4, 2020<br>Zoom Meeting:<br><a href="https://cccconfer.zoom.us/j/99578026727?pwd=QXR5RUNoRUY0QFIqRVZCY1lwLzJQQT09">https://cccconfer.zoom.us/j/99578026727?pwd=QXR5RUNoRUY0QFIqRVZCY1lwLzJQQT09</a><br>Password: 950357 | Starting Time: 2:30 p.m.<br>Ending Time: 4 p.m. |
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- Chair: Erin Hiro (20-23) ✓  
Members:  
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  
Faculty, L&L (19-21) Stacey Trujillo  
Faculty, DRC (20-22): Alyssa Vafaei ✓  
Faculty, SBS (19-21): Barbara Hammons ✓  
Faculty, Student Services (20-22): None

1. Call to order
2. Approval of minutes
  - a. Motion by Barbara Hammons, Second by Linda Morrow. Minutes approved unanimously.
3. Public Comment- None.

#### 4. Announcements

#### 5. Information

- a. ATRC - Najib
- b. Picking Canvas features/programs
- c. Smarter Measure
- d. Certification stats
  - i. Erin: 701 faculty are on the faculty certification list. Many in process. Admin wants to know who have not been certified. Erin is identifying them to the dept chairs.  
Kelly: has instruction run total numbers for you?  
Erin: 221 not certified scheduled to teach in spring.  
John: suggestion: have dept chairs reach out to non-certified faculty.
- e. Certification standards
  - i. Erin: what is the cutoff for recency?
  - ii. Barbara: 16 years is excessive for technology
  - iii. Kelly: we need to have separate conversations for cert and recency
  - iv. Erin: we will revisit recency later and discuss renewal periods. Right now, cert should be based on cert requirements and not recency.
- f. CVC Report
  - i. Erin: Will talk to chairs, senate, and IPC in coming 2 weeks. Erin presented a summary of CVC consortium requirements/features
  - ii. Home college: looks likely that we will do this
  - iii. Teaching college: will also pursue teaching college status
  - iv. Barbara: if course is offered here, students must take courses here if space is available.
  - v. Kelly: wherever student takes course is where money goes.
  - vi. Michael: how will this affect our face-to-face offerings?
  - vii. Kelly: yes, this can affect our face-to-face enrollments
  - viii. John: there will still be demand for face-to-face courses
- g. FACCC webinar - Department Course Shells - Kelly
  - i. Kelly: very good webinar. Suggestion: faculty can share workload for creation of lecture videos. Also, faculty can share course shells. Thus, workload can be distributed among faculty in various ways. Perhaps guided pathways funds can perhaps be applied to creation of common course shells.
  - ii. Erin: departments might benefit from information about common course shells for multiple sections, as well as sharing course shells.
- h. TERB online observation form
  - i. Kelly: Lawrence stated that we would not change online observation form to the CVC OEI Rubric in spring , but would amend current form to include a link to CVC Course Design Rubric, and also add additional question about accessibility, Perhaps in fall 2021, CVC Rubric could be adopted as the official observation instrument.

- ii. Jacob: these are helpful changes for someone new to doing online observations.
- i. CCC Tech connect feedback
  - i. Erin: all faculty will have to switch zoom accounts by mid semester
  - ii. Jacob: this will happen automatically in December for all faculty. Changes within Canvas are almost identical to previous interface. Older links to previously scheduled and recorded meetings are not redirecting correctly. Shay assured these bugs should be fixed with an update soon.
- j. Palomar Online Orientation
  - i. Kelly: a few years ago we created Palomar online orientation course for students. Some students have used this (about 1500 since inception). Uses tool Smarter Measure, which we no longer pay for at Palomar. The DE coordinator is supposed to maintain this. Has links to OEI online readiness tutorials, which are widely used now. Do we continue maintaining this course . Do we continue to maintain this?
  - ii. Erin: today we will ask Najib how much Smarter Measure costs.
  - iii. Erin: will look this over and talk to Lillian. Will bring back recommendation whether to proceed with maintaining this course to next meeting.
- k. Najib's report
  - i. Canvas update: Assignments enhancements. Canvas will make this default in future (end of this term). ATRC will activate this between semesters
  - ii. Kelly: we need to make faculty aware of this feature.
  - iii. Najib will send links to faculty about Canvas updates.
  - iv. Najib: allow outcomes extra credit? Kelly: can't find this in Canvas guides. Najib will send info about this. This can be allowed under settings right now.
  - v. Najib: some features can be allowed/not allowed at course level. Other features, such as Confetti, are either on or off for all courses.
  - vi. Najib: ATRC can give a monthly update session at the DE meetings. Erin will work on coordinating this with David.
  - vii. Erin: NameCoach was suggested by Pres. Kahn to prevent micro-aggression of mispronouncing names. Problem: costs \$5000. Perhaps instead of paying for this tool, at beginning of course there can be an assignment to for students to pronounce names in audio file.
  - viii. Barbara: most faculty are quite aware of student names--perhaps this is not best expenditure of \$5000
  - ix. Najib: Remind costs \$18000. Kelly: a lot of our faculty use this already, using individual accounts. This Remind integrates with Canvas. Student cell numbers are kept confidential. Najib will determine whether this will fit in budget in perpetuity. Kelly: Student Services is interested in texting capability.
  - x. Najib presented budget for Canvas and answered questions about the cost and utilizations of various tools, such as Proctorio. Erin: committee

members should think about what features in Canvas are critical for Palomar. Will revisit this in future meetings.

- l. Word change to Course formats
- m. SEMS Goals
- n. Groups problems
- o. Goals update. Erin: committee members please consider and work on your goals. We will revisit these in the next DE meeting.

6. Action

7. Adjournment