PALOMAR COLLEGE®
Learning for Success

Distance Education Committee Agenda
Nov. 18, 2020

Next meeting: Dec. 2, 2020

Date: Nov. 18, 2020 Zoom Meeting: **https://cccconfer.zoom.us/j/99578026727?pwd =QXR5RUNoRUY0OFIqRVZCY1IwLzJQQT09** **Password: 950357**	Starting Time: 2:30 p.m. Ending Time: 4 p.m.

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: Barbara Hammons, Second: John Harland
   b. Motion Passes
   c. Abstain: Stacy Trujillo, Alyssa Vafaei, Jonathon Singh
3. Public Comment
   a. None
4. Announcements

5. Information
    a. Goals update
        i. CVC Consortium
            1. Erin: CVC Teaching College--Senate approved Palomar to apply for this status.
            2. Erin: ATRC started the process of making us a Home College. ASG approves this idea and we will have an ASG test before announcement.
            3. Erin: As part of our commitment as a Teaching College, we should have POCR review ongoing--puts us higher in search algorithms, improves our courses, confers badge on our courses.
            4. Alyssa: Accommodations and testing issues need to be addressed
        ii. Institutionalizing POCR process (Linda and Amy)
            1. Amy: work is in progress, consulting state Academic Senate resources
            2. Linda: ideas:
                a. POCR reviewers from DE committee--perhaps a subcommittee,
                b. recruit mentors that have at least one course aligned with OEI Rubric,
                c. pursue funding for support
            3. Kelly: there is a nice model for POCR review at (perhaps) Los Rios--involves teams of 3 that give non-evaluative feedback. before entering their courses in formal POCR review. See slide 7 in https://docs.google.com/presentation/d/1Io5XsQWzoVLL8i4bGzLE4VohF3yZ3Tto_GD2I7I7hDk/edit?usp=sharing
            4. Erin: we can work on this in DE meetings as well
            5. Kelly volunteered to be part of POCR subcommittee
            6. Erin: in spring there might be heightened interest in faculty participating in such PD
        iii. Align TERB process with AP 4105 (Jacob and Kelly)
            1. Kelly: A new observation form has been approved by TERB for spring that has a link to CVC-OEI Rubric, as well as references throughout the observation form to the Rubric. Also, an accessibility section has been added to form. New form also includes optional questions for evaluating online synchronous class sessions.
            2. Steve: title 5 requirements should be clear on new form
            3. Stacy: Is synchronous going to continue after pandemic?
            4. Kelly: This is being addressed at ACCJC, which looks at synchronous and asynchronous in the same light. Continuing synchronous online is probably up to departments.
        iv. Improve website organization of online resources (Steve and JJ)

1. Steve: currently organizing materials, and will present at next meeting in December
2. JJ: Is it possible to make a preset container (such as at CSUSM) that can be added to every course upon instructor's requests?
3. Steve: now in Canvas you can copy and paste, but this is rather inconvenient. Will look into this for the next meeting.

    v.   Course Packs (John and Michael)

1. John: Encourage (Not require) full Canvas integration during emergency DE times, such as COVID.
2. John: Offer PD for integration and outreach to encourage faculty to integrate.
3. John: For permanent online courses, encourage full/partial integration and require linking. Have a plan to move to requiring full/partial integration.
4. Kelly: Encourage Canvas integration, but require linking. Canvas is the first place for students to start and a place for important info.
5. Adoption of DE Course Pack Policy: 1. requiring linking course packs to Canvas, 2. Encouraging integration, and 3. DE committee to provide PD for faculty and share benefits of integration with faculty.
   a. John: proposal for DE recommendations regarding course pack integration:
      i. Require linking Course Pack through Canvas if full or partial integration is not implemented
      ii. Encourage full Canvas Integration
      iii. DE Committee should disseminate info on the advantages of Canvas integration and offer PD for instructors to implement full or partial integration
   b. Motion: Amy, Second: Barabara, Motion passes unanimously.   Erin will bring this proposal to Senate
   c. Erin: John and Michael please work with Kelly to offer Canvas integration training.
   d. Kelly: follow up on the survey regarding faculty who would like to network with others about integration

    vi.   Accessibility

b. Certification stats/SAO
   i. Erin: 720 faculty certified now

   ii.

c. CVC Report
d. Palomar Online Orientation

         i.   Erin: online course for students discussed in last meeting, tabled for now--will revisit in Spring

   e. Camera Requirements
         i.   John and Michael will review Chancellor's recommendations and send summary to Erin

   f. Word change to Course formats
         i.   Erin: Alyssa's wording will be adopted

   g. Picking Canvas features/programs
         i.   Erin: Which programs do we choose?
         ii.   Erin: Proctorio seems to be getting a bad reputation. We need to make a Plan B perhaps by the end of the year
         iii.   Kelly: we need to poll faculty regarding use of Proctorio.
         iv.   Erin: we need to develop training for online testing strategies.

   h. Zoom Transfer
         i.   Erin gave update from ATRC
         ii.   Jacob: Recording links are a problem, and will not be fixed until Feb
         iii.   Kelly: Zoom is really not a long term video storage repository. We need to let faculty know that if they wish to share videos indefinitely they should download them and host them elsewhere.
         iv.   Jacob: all zoom settings need to be redone

6. Action

7. Adjournment