PALOMAR COLLEGE®
Learning for Success

Distance Education Committee Agenda

Dec. 16, 2020

Next meeting: Feb. 3, 2020

Date: Dec. 16, 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:
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
    a. Erin: 2:35 pm
2. Approval of minutes
    a. Motion: Barbara, second: Michael, Unanimous approval
3. Public Comment
    a. None
4. Announcements
    a. Erin: cameras on requirement: Senate wants more time on this, so will come back to Senate in spring. Erin already passed this by Instruction and will pass it by ASG also and bring it back to DE committee in our Feb 3 meeting.
5. Information
    1. Certification stats
        i. Erin: only 36 uncertified instructors left. Some are part-timers who aren't currently teaching at Palomar. Deadline is Friday at noon
        ii. Steve: dept chairs and ADA need to reach out to faculty more effectively.
        iii. Erin: 15 faculty are currently in HR process. Erin will be paid extra to work with them to attain certification over break. Deadline for these: mid-January.
        iv. Erin has notified dept chairs about uncertified faculty who are not responding to her emails.
        v. Erin: 949 faculty are on the certification list!
        vi. Alyssa: POET training is valuable for even non-online faculty.
        vii. Erin: Alyssa's remarks are echoed by other faculty.
        viii. Kelly: Other colleges require POET-like training for all faculty.
    2. CVC Report
        i. Erin: we are trying to get things to work for Home College status. Student services is supportive, but there are still tasks to complete
        ii. Erin: Teaching College--different depts have sections of app that need to be answered. Progress is being made, but much needs to happen before we can share info. We need up-and-running POCR review also. POCR is valuable even if we don't become Teaching College

3. POCR
    i. Amy: how much of the existing POCR review from Brent can be used? Can we just keep same process or do we have to use something else?
    ii. Erin: probably yes
    iii. Amy: is there a common course for training of POCR reviewers?
    iv. Linda: concern is aligning of Section D (accessibility).
    v. Amy: there is course offered at @ONE about aligning section D. Amy will take this during break.
    vi. Erin: perhaps CARES ACT money can be used to train POCR and accessibility reviewers, and also pay course designers next semester.
    vii. Amy: an instructional designer needs to be part of POCR team.
    viii. Amy, Linda, Erin, Kelly will meet on this on Friday Dec 18
    ix. Kelly: we need to institutionalize a POCR lead.
    x. Erin is the default POCR lead, though Amy and others may help.
    xi. Kelly: we should schedule a meeting with Cheryl, the OEI regional lead, as well as Brent.
4. Groups meet to work on Goals
    i. We passed on this, and will do this next meeting in spring.
5. Action
    i. DRC Button
        1. Erin: Student Services also wants Couseling Button, and ATRC wants button too. So perhaps this should all be under a general student services HELP button
        2. Alyssa: there was discussion in Counseling about this, but perhaps this is not the best arrangement. Some student services are time sensitive, like DRC, and if students cannot immediately find resources this is not good--there may be legal implications. There is litigation history regarding this. Thus title 9 and DRC links should probably be separate from the rest of student services for maximum visibility and accessibility.
        3. Barbara: yes, DRC should stand alone
        4. Kelly: the more menu items there are, the more likely that faculty will hide them. Perhaps it's best to put the DRC button at top of Student Help to minimize the number of default menu items.
        5. Alyssa: motion to keep DRC button separate from student services. 2nd from Barbara. Motion passed: 9-to-1 will Falcone dissenting.
        6. Erin will ask ATRC whether ATRC can track the menu items that faculty are suppressing, so that if Kelly's concerns are borne out in the future, we can revisit this issue.

6. Plenary/Training Topics

    ii.   Training

        1. Erin: what will we offer this spring?
        2. Erin: tutoring committee reported that students have trouble finding their assignments. Thus there should be training on: due dates, Canvas notifications
        3. Amy: Canvas Help has this info
        4. Kelly: a lot of faculty do not put in due dates
        5. Kelly: faculty should turn on course summary on Syllabus page, as well as due dates on assignments.
        6. Kelly: modules are a good way to organize weekly assignments
        7. Kelly: 17.3% of our students in a survey said their instructor did not include info on how to be a successful online student
        8. Amy suggested having a Plenary sessions on top 10 list from tutoring on how to help online students.
        9. Kelly: now that way more faculty are POET trained perhaps many of these issues will be addressed with no additional training
        10. Jacob: perhaps a short list of Canvas must haves for all faculty.
        11. John: Perhaps an email from dept chairs on Canvas must haves.
        12. John: perhaps synchronous courses should have a different list of best practices
        13. Kelly: even with synchronous classes, students responded that students would like to have due dates in Canvas calendar
        14. Jacob: perhaps a short Canvas must-have video to play during Plenary. Jacob and Amy can spearhead the creation of this video. Erin can help. Time frame: Kelly must have this by Jan 21. Kelly said this should be short and to the point. Erin will reach out to Jacob and Amy in early January.

   iii. Quick video trainings for spring--training options for next semester (not necessarily for Plenary)

        1. Ice breakers training session (Erin)
        2. Assessments beyond Procorio
        3. How to use Proctorio (Shay)
           a. Kelly: students need to understand tech requirements of Proctorio (for example, mobile devices won't work)
        4. Canvas Studio
        5. Playposit (interactive video lessons) (Kelly and Erin)
        6. POCR (Amy, Lynda)
        7. CVC Rubric (Amy, Lynda)
        8. Intro to Universal Design (Alyssa)
        9. Into to CVC Consortium (Erin)
        10. Zoom Training (Erin, Jacob)
        11. Kelly: ASG found that many students don't like breakout rooms , likely because they are not being used effectively. Need training on how to use breakout rooms effectively.

7. Course Pack Integration Faculty Resources (John)
    1. ATRC will create a faculty resource page with links to publisher instructions for integrating course packs with Canvas. ATRC will initially focus on the most popular publishers used by Palomar faculty. For example, see MiraCosta's integration page: https://tic.miracosta.edu/?s=Canvas+integration
        i. Kelly: Perhaps the survey that was already sent out should be used to inform the ATRC about faculty who are willing to network with others who need help on integration. These faculty could be listed in the resource page. John will convey this idea to ATRC.
    2. Should we send out a survey of which course packs faculty are currently using so that ATRC can include useful links in the resource page?
        i. Erin: ATRC should start building the resource page with what they currently know about the most used course packs, then augment it going forward. John will convey this idea to ATRC.
        ii. Michael: If we send out another survey, its purpose should be made clear to faculty up front, namely: to collect info on better serving faculty regarding course pack integration.
        iii. John: we should revisit the idea of another survey in spring.
    3. Should ATRC provide links only to course packs that are known to satisfy federal accessibility requirements?
        i. Kelly: YES, ATRC should look at VPAT (section 508 compliance doc) to verify accessibility. John will convey this idea to ATRC.
        ii. John: I'm uncertain whether this should be ATRC's responsibility.
        iii. Erin: this will be revisited during out first meeting in spring 2021
8. Adjournment at 4:07 pm