



**Distance Education
Committee Agenda**
Feb. 3, 2021
Next meeting: Feb. 17, 2021

<p>Date: Feb. 3, 2021 Zoom Meeting: https://palomar-edu.zoom.us/j/98100391117?pwd=R3FJQ3FJOHFvWTcwdUJ2SHpmKy81dz09 Meeting ID: 981 0039 1117 Passcode: 017020</p>	<p>Starting Time: 2:30 p.m. Ending Time: 4 p.m.</p>
---	---

- Chair: Erin Hiro (20-23)
Members:
Faculty, PFF: Russell Backman X
Faculty, at large (20-22): Amy Caterina X
Faculty, at large (20-22): Kelly Falcone X
Faculty, AMBA (19-21) Michael Gilkey X
Faculty, MSE (20-22): John Harland X
Faculty, Library (20-22): Linda Morrow X
Faculty, at large (20-22): Steve Perry
Faculty, CTE (20-22) Jacob Shiba X
Faculty, Part-Time (19-21): Jonathon Singh X
Faculty, L&L (19-21) Stacey Trujillo X
Faculty, DRC (20-22): Alyssa Vafaei X
Faculty, SBS (19-21): Barbara Hammons X
Faculty, Student Services (20-22): None

1. Call to order at 2:32 pm
2. Approval of minutes
 - a. Approved unanimously
3. Public Comment

- a.
- 4. Announcements
 - a. Erin: ASG members have expressed frustration with online learning at Palomar, including over camera reqts. We need more communication with faculty. Some required zoom meetings are not in schedule. Camera policy has been adopted by Senate
 - b. Erin: Does camera policy apply to asynchronous classes that use Proctorio for test proctoring? Some committee members said “Yes”
 - 1. There was discussion about our individual camera policies
 - 2. Alyssa: explicit camera policy in syllabus is a definite plus. Also, having a reasonable camera and communication policy is important so that students don’t shut down.
 - 3. Kelly: it would be good for DE committee members and other faculty to share their camera policies with all faculty
 - 4. Erin: we will figure out training about this and send it out
- 5. Information
 - a. Zoom (Student resources)
 - i. Erin: ATRC wants our feedback on whether to add “Zoom for Students” section on their resource pages.
 - ii. Kelly: The Zoom for Faculty is good but still lacking. FAQs are good, and should be added as time goes on.
 - iii. Erin: anything lacking in Zoom for faculty?
 - 1. JJ: I have to log out of my Cal State Zoom account before proceeding with Palomar Zoom, but Zoom will automatically log back into Cal State without giving the option of logging into Palomar
 - iv. Erin: what issues do students have?
 - 1. Jacob: playing videos has been tricky
 - 2. Jacob: adjuncts have reported that Zoom integration into Canvas is good
 - 3. Stacy: Kelly’s zoom intro video should be linked from the ATRC page
 - b. POCR
 - i. Erin: 8 people have volunteered to be POCR reviewers. We need to start POCR training with at least a small cohort this semester. We will make a plan soon in a meeting with Kelly, Linda and Amy.
 - c. Coursepack accessibility
 - i. Alyssa: instructors are responsible, but so is
 - ii. Kelly: the challenge is that faculty don’t necessarily know what to look for to verify accessibility. We need to supply training for faculty. There are subtleties.
 - iii. Kelly: How about a list for all course packs, together with VPAT info and notes, ratings, and annotations? John will discuss the feasibility of this with Najib and report at the next DE meeting

- iv. Kelly: Maybe something like this page where they list the Vendor, Product, and VPAT:
<https://www.montclair.edu/digital-accessibility-initiative/vpat-repository/>

d. Cheating

- i. Erin: instructors are very concerned with cheating. They are observing it, and want to know how to prevent it. How can we do training to help our faculty detect and prevent cheating?
- ii. Barbara: a student passed in a paper that didn't look like theirs. Her class assignments differed greatly from her paper.
- iii. Stacy: an in-class essay will differ from take home assignments. I have records in Canvas of drafts that I can compare final work against. Also, there are plagiarism checkers.
- iv. Russell: plagiarism is main concern, and being online doesn't fundamentally change this.
- v. JJ: A CalState I was proctoring through Zoom. When uploads came in and I viewed them through SpeedGrader the same images appeared on several student accounts. A student said that she uploaded an image of her work to Discord and other students downloaded and modified the image slightly.
- vi. Alyssa: cheating results in students hurting themselves--we shouldn't turn this into a witch hunt. Proctorio is a problem,
- vii. Kelly: I trust my students--using authentic assessments helps. There are lots of problems with Proctorio, including racism
- viii. JJ: CalState requires students have students hold up ID to camera before exams.
- ix. Alyssa: not everyone has access to ID

e. Groups meet to work on Goals

- i. Goal 1: (Russel and Erin) Becoming a Teaching College
 - 1. Erin: goal: become Home College by end of semester and stretch goal: apply to be teaching college by end of spring or summer
- ii. Goal 2: POQR (Linda, Amy)
 - 1. Linda: we would like to get 7 step process by DE committee approved. Assign reviewers to faculty who want help with their college. Also become part of Exchange so that our courses could be opened up to everyone
- iii. Goal 3: TERB (Kelly, Jacob): Update TERB instructions to refer to CVC Rubric. Also will talk to TERB about fully revising Online Observation form. The current form is pretty good already, so may not need updating.
- iv. Goal 4: Website (JJ, Stacy). Steve has ideas about how to improve navigation, and will look through his notes to hone these ideas.

1. Erin requested JJ and Stacy go onto Palomar website as new teachers and look for resources, report back on impressions. JJ and Stacy will report back next meeting.
 - v. Goal 5: Course packs, cameras (John, Michael) Continue work with ATRC on course pack integration resource page, and add a component to that page about advantages of integration, including instructor testimonials. John will create a short video on the advantages of MyMathLab integration.
 - vi. Goal 6: Increase number of faculty on accessibility training (Alyssa, Barbara) Alyssa: POET has gone a long way in this regard. DRC now has a prominent link on their page. Goal from last semester: universal design training. May not be feasible until July1, when DRC is fully staffed.
 - f. Trainings
 - i. Erin: next meeting
6. Action
- a.
7. Adjournment at 3:56 pm.

