



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

<p>Date: Feb. 17, 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>
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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 x
Faculty, Library (20-22): Linda Morrow x
Faculty, at large (20-22): Steve Perry x
Faculty, CTE (20-22) Jacob Shiba x
Faculty, Part-Time (19-21): Jonathon Singh
Faculty, L&L (19-21) Stacey Trujillo x
Faculty, DRC (20-22): Alyssa Vafaei x
Faculty, SBS (19-21): Barbara Hammons x
Guest: Anne-Marie Mobilia x
Guest: David Gray x
Guest: Aaron Hudson x
Faculty, Student Services (20-22): None

1. Call to order: Erin: 2:33 pm

2. Approval of minutes. Motion to discuss: John Second: Stacey. Approved unanimously
3. Public Comment
 - a. none
4. Announcements
 - a. none
5. Information
 - a. Proctorio Policy
 - i. Anne-Marie: would nice to have an official statement that Palomar College allows this. . This semester a number of students have questioned the legality of its use. If the College isn't OK with Proctorio, then this would be important to know. I've observed cheating, and want to
 - ii. David Gray: a lot of people use Proctorio. There are lots of settings, including recording the screen. It would be possible to disable certain controls as the College sees fit.
 - iii. Erin: we have paid for Proctorio
 - iv. Anne-Marie: the issues I have experienced are that when it is installed, it says it's going to change the computer. Also, doesn't work on cell phones. Two students were referred to foundation to get laptops. I
 - v. Aaron: there have been some objections regarding collection of biometric data
 - vi. Kelly: students will continue to have concerns because of press coverage in popular media, It is a racist product, since it has trouble recognizing African American faces. There are technology implications (min requirements may not be met by certain students' set ups). Statements about these provisos should be made clear. Canvas has some nice test features that could be used instead, possibly
 - vii. Erin showed a Proctorio resources page of one college. Santa Barbara has a clear policy statement and info page regarding Proctorio. These are possible models for our next step.
 - viii. John: I've heard of some negative experiences with Proctorio.
 - ix. David: some faculty like the anti-copy-and paste feature of proctorio
 - x. Anne-Marie: Proctorio seems to be effective in preventing students from browsing during exams.
 - xi. Erin: should I work with Anne-Marie in formulating a policy and information resource?
 - xii. David: Proctorio training sessions have of late been poorly attended.
 - xiii. Kelly: would be nice to understand faculty utilization. Is Proctorio worth the cost?
 - xiv. Kelly provided link to another college's assessment recommendations, which includes alternatives to Proctorio
 - xv. David: we get a good price for Proctorio. It is cheaper than other proctoring software. Most other proctoring sessions will have similar issues. Students must hand off control to the software, and that concerns

some students. Proctor U, the premier proctoring platform, which has live proctoring, was not well liked by students because of scheduling issues.

xvi. John: I agree that Erin should formulate a draft of a policy/info sheet regarding Proctorio

xvii. Erin: John and Michael can work on this with me.

b. SDICCCA Stats

Erin: we will postpone. Motion to move up item g to discuss now.

Unanimously agreed

c. Tutoring Request

i. Aaron: when students come to tutoring for the first time there is a lack of awareness of these resources. We would like to embed a link for tutoring in all campus course shells for easy access.

ii. Erin displayed the page that this link would access

iii. Aaron: One nice feature of this is that students would automatically be directed to enroll in tutoring services without having to go through the authentication step.

iv. Steve: Perhaps a module that could be pulled into each course that would have all resource links

v. David: it would be possible to have a Canvas blueprint course that could contain such a module.

vi. David: the course navigation menu is growing, and the more things we add, the worse experience for students. There is a tool in Canvas right now so that faculty can create links to wherever they want, including tutoring.

vii. Kelly: I share David's concerns--if we had more separate menu items, there is an overcrowding issue. It would be nice to have a single menu item to consolidate the critical student support services, such as Ask the Librarian and DRC, in addition to tutoring.

viii. Aaron: these are valid concerns--course organization is important. However, giving faculty more menu choices is desirable.

ix. Erin: others have suggested a button called Student Resources that would include all of the above

x. Stacy: I would prefer a stand-alone tutoring menu item, so that I can make choices for my students.

xi. Aaron: automatic enrollment in a Canvas course for tutoring has been done, but since there are technical limits to the number of students enrolled in a given course, this is not feasible. \

xii. David: also, auto-enrollment in the past has caused panic among students in past

xiii. Erin: next meeting we can vote on this

xiv. Aaron: there is a concern about the timeliness of this. Can we expedite this approval process.

xv. Jacob: a separate tutoring button is desirable for my students.

- xvi. John motion to move to action today. Barbara: second
 - 1. Discussion: none
 - 2. Vote: all but Kelly voted to move to action today
- xvii. John: motion to put tutoring as a separate link on navigation bar for Canvas courses. Barbara: second
 - 1. Discussion:
 - i. Erin: I see both sides
 - ii. Steve: we can give faculty info about this new navigation menu
 - iii. Alyssa: many students have trouble finding tutoring. We need to make a decision tree about how to navigate this issue. We need further discussion
 - iv. Aaron: there are two issues: maintenance of side bar, and this particular tutoring button. Anyone who has trouble navigating these choices should consult with other faculty. Tutoring is one of the most important resources for student success
 - v. Kelly: I agree with Alyssa's concerns. We need to really think through how to get this info to our students in the best way possible. Which do we approve/not approve?
 - vi. Stacey: there is a triage issue right now. So perhaps an expedited vote is in order. I think faculty can make choices about navigation bar.
 - vii. Linda: I understand Aaron's time crunch. Can John amend motion for giving guidance to faculty for controlling the navigation bar
 - viii. John: motion to amend motion to include training for all faculty to control/adjust navigation in their courses. Barbara: second.
 - ix. John: I agree with Stacy. This is a pressing issue that perhaps warrants expedited consideration.
 - x. Erin: any concerns that if we let tutoring do this, it would be a slippery slope for inclusion of too many buttons.
 - xi. Vote: Majority Yes.

d. DRC Policy

- i. Erin: shared a statement from Shawna. Do we need a non-instructional information tech accessibility and acceptable use board policy.
- ii. Alyssa: We currently lack such a policy. We have had non-instructional events on campus where accessibility has not been honored.
- iii. Erin: Do we think a board policy is appropriate?

- iv. Kelly: we have AP 6365, but not BP 6365--usually BP comes first. This time it's backward.
 - v. Alyssa: does admin have our blessing to move forward with a policy
 - vi. Linda: why does board need our permission to create such a policy? I'm not comfortable with this responsibility
 - vii. John: perhaps admin is asking for guidance, not permission
 - viii. Kelly: this BP is definitely needed
 - ix. Erin: Why is DE committee being asked to weigh in when this is not really our purview.
 - x. Kelly: we need to find out the APs and BPs that relate to accessibility
 - xi. Erin: we will request this info from Deborah.
 - xii. Alyssa: Shawna doesn't know why Dr. Kahn wants our input.
 - xiii. Erin will ask Dr. Kahn and will bring back this issue next meeting.
- e. Synchronous/optional Zoom challenges and information strategy
- i. Erin: faculty have complained that they don't understand sync vs async. For example, optional zoom meetings--should we clarify for faculty that sync meetings not on class schedule are not OK?
 - ii. Jacob: all of our classes in my program are listed as async, but all faculty have required some sync components. Jacob has had to correct these faculty. Chairs should make this clear to dept chairs.
 - iii. Stacey: clarify restrictions on sync meetings should be responsibility of dept chairs, rather than DE coordinator.
 - iv. Amy: we are telling our faculty this already. Such faculty are ignoring available info.
 - v. Steve: some dept chairs and faculty act in unprofessional manner--it was common in my experience as DE coordinator. We should, however, expect this behavior.
 - vi. Barbara: some sync students have has schedule conflicts due to schedule conflicts with async courses.
- f. Student Complaint process
- i. Erin: we need some sort of process
 - ii. Kelly: we need a feedback process
 - iii. Aaron: ultimately there should be some consequences for faculty not following policies
 - iv. Steve: student services should allow for an easy student feedback process, perhaps at registration level
- g. POCR
- i. Erin: next time.
- h. Tutoring Request - <https://palomar.instructure.com/enroll/E9J88Y>
- i. Moved up to item c
- i. Zoom bombing
- i. Erin: many reports of this. We need to contemplating anti-bombing training. Will take up next time.

- ii. Steve: Teach Anywhere site has good info about this
- iii. Jacob: waiting room is good prevention measure. I don't use passcode anymore--waiting room with first and last name has been sufficient.
- iv. Amy: I don't use passcode or waiting room, to encourage social interaction at beginning of class. Am I vulnerable?
- v. Erin: yes
- vi. Kelly: there have been bombing incidents that have come from inside: students have shared passcode with bombers. Can change passcode right before class and post in Canvas

6. Action

- a. Accessibility Policy
- b. Training plan

7. Adjournment

- a. At 4:04 pm

