



Distance Education Committee Agenda

March 3, 2021

Next meeting: March 17, 2021

<p>Date: March 3, 2021 Zoom Meeting: https://palomar-edu.zoom.us/j/98100391117?pwd=R3FJQ3FJOFVWTcwUJ2SHpmKy81dz09 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 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 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

Faculty, Student Services (20-22): None

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1. Call to order 2:34 pm (Erin)
 2. Approval of minutes Motion to approve Jacob second. Unanimously approved
 3. Public Comment
 4. Announcements
 - a. Erin: JJ has resigned from committee. Erin is trying to get volunteers for open faculty and student openings.
 5. Information
 - a. Coursepack - Harland
 - i. John presented results of Feb 19 meeting with Najib and Shay.
 - ii. Steve: 508 requirements are on us as faculty. These include accessibility. 504 accommodations go through DRC. Faculty don't have credentials regarding accommodations.
 - iii. Kelly: (AP 6365) publishers, companies, are responsible for providing Palomar with correct info regarding accessibility. ATRC should not provide support for non-508-compliant products. We should start with a list of common course packs currently used, ATRC should start by providing info and support only with 508-compliant products. Perhaps we should start with an info-gathering
 - iv. Erin: perhaps Erin, John, Kelly, Alyssa, Najib can get together outside of DE committee meeting and decide on a path going forward.
 - b. Webpage organization - Perry and Trujillo
 - i. Erin: Stacey, Steve and I met regarding this.
 - ii. Steve: I looked at the Palomar web pages related to online training. These resources are spread about, and somewhat disconnected. There should be a visible link and search capability at the high level of Palomar web pages to a portal that consolidates these various resources. There is currently a lack of maintenance.
 - iii. Erin: there are many resources--teach anywhere, ATRC, etc. Erin will check with Kelly Helming about creating a catch-all page, as well as what to name it and how to search it.
 - iv. Erin: we may not have control over where this is put with regards to the main Palomar pages
 - v. Kelly: What are ATRC vs DE committee responsibilities regarding this? New employees need ready access to pages covering online education. Kelly offered several suggestions for ATRC to reorganize these pages, and under what menu items. Everything involving online education should be consolidated on a single page.
 - vi. Steve: Palomar's home page is decided at a high administrative level.
 - vii. Jacob: There should be clear division between student side and faculty side. Regarding naming, many of my students still don't quite know what Canvas is.

- viii. Kelly: for some reason, what used to be called “Online Education” or “online Students” now says Canvas--not sure why.
- ix. Stacey: would be desirable to have a site that deals with the current online challenges (triage!).
- x. Erin: I will formulate a plan and send to Stacey and Steve
- c. Accessibility update
 - i. Erin: trying to schedule a meeting with admin on Accessibility board policy.

6. Action

- a. POCR Plan - Caterina and Morrow
 - i. Erin displayed a POCR flow diagram that she, Amy and Linda came up with.
 - ii. Linda--the flow diagram shows the steps that faculty can go through to get their courses POCR certified.
 - iii. Erin: we have a POCR liaison--she said we should apply now, and also check with the experts to make sure we're not missing anything. We're hoping to get money so that POCR review can be done with some courses in summer, approx \$1000 per course per faculty passing review process when changes are complete. Number of final reviewers 4-8, each getting \$500 for course review.
 - iv. Erin shared a document showing POCR reviewers so far (4 confirmed for May training).
 - v. Erin: more work should be done on this before approving in DE committee.
 - vi. Erin: what training do POCR reviewers need to be qualified to access accessibility?
 - vii. Steve: there is training available at @One. Steve will send links.
 - viii. Kelly: if we use @One course we must still customize it and maintain it.
- b. Proctorio Policy
 - i. Erin: met with John and Michael. We discussed providing guidance to faculty about using Proctorio, in response to email to President objecting to using this proctoring system.
 - ii. Erin presented a draft Proctorio Policy, which includes how-to links and statements that faculty can put in their syllabus regarding Proctorio requirements, as well as Proctorio FAQs, resources for faculty. This is from faculty perspective.
 - iii. Kelly: there is going to be lots of push back, since social media is replete with negative posts about Proctorio, even if we do all of this. There will still be push back. Kelly suggests PD for faculty regarding improving assessments in distance ed courses. @One has good training.

- iv. Erin: it is not practical to take away Proctorio at this point. Perhaps DE people can take this course and create our own assessment resource for Palomar faculty.
- v. David Gray: call it "Test Proctoring" rather than Proctorio.
- vi. Kelly: I shared a link in a previous DE committee meeting from Peralta College that has a cogent proctoring policy. Perhaps we can model ours on this.
- vii. Erin, Michael and John will meet again to hone our policy.
- c. Zoom Security <https://support.zoom.us/hc/en-us/articles/360034675592>
 - i. Erin: ATRC asked us to require us to have at least one safety mechanism on our Zoom meeting. ATRC can make default to Waiting Room activated.
 - ii. Amy: this would be a good feature.
 - iii. Steve: it is recommended that passwords be changed for each meeting.
 - iv. Kelly: passwords being a requirement has caused a lot of problems. Waiting room is the only viable default option. This was a default under our TechConnect account.
 - v. John: motion to make Waiting Room default option. Barbara seconded. Unanimous approval.
- d. Policy regarding partial reopening of face-to-face classes--how to we get students back on Canvas safely
 - i. Erin: we need training for this
 - ii. Kelly: There has been discussion about K-12 cohort model--different schedules for different cohorts. Also, blending face-to-face with synchronous online. This would be student choice day-per-day. Erin said Shayla said this would be a problem for funding. Kelly: CARES funding can perhaps backfill revenue lost from low-capacity classroom model.
 - iii. Steve: I have done blending of online with face-to-face (hybrid). Two courses were blended into half-capacity face-to-face sessions
 - iv. Kelly: in class cameras need to be specialized--they do exist.
 - v. Michael--I use a doc camera--this would work.

7. Adjournment at 4:07 pm