

Distance Education Committee Agenda Minutes

March 17, 2021

Next meeting: April 7, 2021

Date: March 17, 2021

Zoom Meeting:

<https://palomar-edu.zoom.us/j/98100391117?pwd=R3FJQ3FJQHFvWTcwdUJ2SHpmKy81dz09>

Meeting ID: 981 0039 1117

Passcode: 017020

Starting Time: 2:30 p.m.

Ending Time: 4 p.m.

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 x

Faculty, CTE (20-22) Jacob Shiba x

Faculty, Part-Time (19-21): Jonathon Singh

Faculty, L&L (19-21) Stacey Trujillo

Faculty, DRC (20-22): Alyssa Vafaei x

Faculty, SBS (19-21): Barbara Hammons x

Faculty, Part-Time Tanessa Sanchez : x

Faculty, Student Services (20-22): None

Guest (ASG): Kateri Mouawad x

Guest (ASG): Roxanne Vega x

Guest (ASG) Abeeha Hussain x

Call to order by Erin at 2:31 pm

Welcome to new member Tanessa Sanchez. Welcome to ASG guest

Approval of minutes. Approved with one abstention.

Public Comment None

Announcements None

Information

ASG Survey Results Presentation

Kateri: read statement from student critical of quality of online education during COVID at Palomar, but also appreciative of instructors doing a good job.

Abeeha: Presented online education student survey results.

Roxanne: Presented additional online education student survey results.

Abeeha: regarding flexibility, students have various challenges that should be accounted for, such as not having a printer or having to work long hours. For example she recommends that instructors implement grace periods, alternative assignments, allowing makeup exams, dropping lowest exam grades.

Kateri: in short term, PD should be provided to faculty. Long term: surveys should be offered through Canvas every semester. Professors should have this info.

Barbara: camera policy has already been adopted. It limits camera requirements.

Linda: results of survey would be released to whom? Kateri: after the end of the semester, when grades are submitted.

Kelly: requiring student evals for every class every semester has been discussed at TERB and Senate. This need has been highlighted by ASGs presentation today.

Russell: It would be good to come up with some alternative model of student evals that could be used in real time during the semester. Perhaps anonymous dept wide surveys. But adding surveys to every course may impact contracts, especially when TERB is involved. Some sort of safe, more immediate feedback would be desirable.

Steve: this is a difficult time for students. Before pandemic, only 10-15% of our course offerings were online. After COVID, hopefully there will be a return to normal. There is a difference between part-time and full-time faculty. If a complaint comes up, part-time faculty may not be rehired. Thus informal feedback is highly desirable, especially if it's timely and can be dealt with during the semester. Course requirement should be front loaded in, for example, class notes in schedule

Erin: copy of survey has been downloaded and will be distributed to DE members. We will discuss this in more detail next meeting. DE committee will get back to ASG on this.

Kateri: We urge you to consider students voices in your deliberations
Webpage organization

Erin presented Palomar online education website, including the landing page. We will pull together the many existing pages into a cohesive website.

Steve: student page should be initially prominent, with a big faculty link on top for swapping to faculty page

Erin: now we will link to existing pages--DE doesn't own many of the relevant pages

Erin: ATRC resources are currently difficult to find. We will make ATRC link more prominent, as well as other resources such as Zoom and Canvas. Erin gave a tour of various resources that are candidates for prominent links.

Feedback on specific faculty links

ATRC Appointments (Kelly): currently very awkward and confusing.
Canvas login (Erin): currently says Student Login, but faculty also login there.

Erin: there should there be a definition of Canvas readily available. Stacey mentioned that this is desirable in a previous meeting. John: perhaps a single sentence is enough. Michael and Jacob agree that this clarification is good, especially for new faculty.

Jacob: will send Erin an email that he used for new faculty introducing them to online tools.

Kelly: include links to training, Canvas resources, link to Canvas online help community, @One courses.

Steve: faculty were overwhelmed when they first went online in spring 2020. We should prioritize our list of recommended resources carefully so as not to overwhelm faculty.

Kelly: include links for how to use Canvas commons and request a practice shell from ATRC

Erin: should there be a student complaint process? Steve, Jacob: yes. Steve: there should be a student services reach-out method for this.

Alyssa: there are places where faculty can report bad behavior, but not for students. There should be an easier student complaint process.

Erin: we will bring this back for action next time.

Accessibility update

Coursepacks update

Erin: John, Kelly, and I met with Najib regarding course pack integration resource page. We agreed that perhaps once per year the DE committee could spend a meeting to review course pack accessibility, but largely this would be ATRC's ongoing responsibility.

Alyssa: there was a statewide zoom meeting earlier today. It was mentioned that there College of Marin has a digital accessibility workgroup. Perhaps they could be a resource/model for us.

Steve: Southwestern college has a full time accessibility coordinator. Jim Julius at MCC is a great resource. Accreditation writing committee is apparently not specifically addressing accessibility, since accreditation review will not include this.

Michael: for efficiency we should coordinate with MCC and other colleges to share responsibility and info regarding course pack accessibility.

Erin will reach out to Jim Julius and look into what other colleges in the area have done

Erin: we should lobby for full-time instructional designer/accessibility expert. Also expansion of ATRC budget.

Zoom Security update

Erin: wait room default was a problem for faculty, and was withdrawn.

Kelly: this was turned on without sufficient communication/notice to faculty. Also, waitrooms could not be turned off once Zoom sessions were underway. ATRC needs to better communicate/test new features.

Kelly: there are other settings that allow for default waiting rooms with ability to turn off waiting room by instructor as needed.

Linda: there are in general communication deficits with ATRC.

Kelly: we need better clarification on who is managing our Zoom license?

Hopefully ATRC is on top of this. We chose to take on our own sub-account and we haven't fully thought through responsibility.

Erin: we will invite ATRC to next meeting.

Course Formats in Class Notes

Erin: perhaps we should require the particular class format to be expressed in class notes for every class

John: I agree. Perhaps there can be a default format (e.g., fully on-ground, face to face) that does not need to be called out in class notes.

Kelly: according to VPI there should not be a proliferation of course formats.

Barbara: there will be high-flex courses offered in her department.

Kelly: we have a lot of money for tech/training (COVID relief Fed funds).

There are very good systems for auto tracking instructors in classroom. We should look into purchasing this tech for fall on-ground or partially on-ground courses.

Action
POCR Plan
Proctorio Policy

Adjournment: 4:03 pm