

Distance Education Committee Agenda Minutes

April 7, 2021

Next meeting: April 21, 2021

<p>Date: March 17, 2021 Zoom Meeting: https://palomar-edu.zoom.us/j/98100391117?pwd=R3FJQ3FJOFVWTcWdUJ2SHpmKy81dz09 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 x

Faculty, at large (20-22): Amy Caterina x

Faculty, at large (20-22): Kelly Falcone Absent

Faculty, AMBA (19-21) Michael Gilkey x

Faculty, MSE (20-22): John Harland Absent

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): Tanessa Sanchez 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

- a. Call to order by Erin at 2:34 pm
- b. Approval of minutes. Approved with one abstention.
- c. Public Comment None
- d. Announcements None
- e. Information:
 - i. ASG Survey Results -
 - ii. Erin reviewed possible recommendations for faculty based on prior feedback and ASG survey results. Input from the committee highlighted that some matters had already been addressed (e.g., camera policy) while others were not DE specific (e.g., offering outside sources of information). It was, however, agreed that a proposal for flexibility should be encouraged during these extenuating circumstances when it comes to due dates, makeup exams, alternative lectures, and more time to complete quizzes. Policies on breaks would be looked into.
 - iii. For three-hour classes:
 - iv. A ten-minute break at the end of the first and the second hour (teach 50 minutes, 10-minute break), OR a 20-minute break at the midpoint in the class are permissible options.
 - v. There is no break associated with the “third hour” (the class ends). You may NOT “save” or “stack” your breaks at the end of the class—if a class is scheduled for 6-8:50 PM, you may not teach 6-8:30 and send the student’s home.
 - vi. The actionable step discussion included long and short-range goals. The idea of encouraging the use of a “Liquid Syllabus” was brought up. Tanessa shared an example with the committee and the benefits of providing it to students prior to the semester. It was noted that @ONE provides a number of free courses as well as a “Humanizing Challenge” that could meet many of the recommendations noted. Erin shared she had applied for Guided Pathways funds that were approved and could be used for these trainings. Barbara shared that PFF may also have money available for professional development training. Erin will check with Anastasia.
 - vii. The Distance Education Committee has considered the results of a survey conducted by the Associated Student Government in Fall 2020 and would like to recommend faculty consider the following in improving online courses for students.
 - 1. Post reminders about due dates and update grades in a timely manner

2. Provide clear faculty contact information
 3. Encourage student interaction through virtual group meetings or projects
 4. Host weekly office hours
 5. Create clear, easy-to-find syllabi that includes whether course is synchronous or asynchronous.
 6. Record information-heavy lectures for future reference
 7. Provide Zoom recordings/links in consistent, organized way
 8. Consider flexible deadlines, approachable style and/or extra credit to help students succeed during the stressful pandemic time.
 9. Give breaks for lectures as dictated by school policy.
 - a. The school policy is this: For three-hour classes:
 - b. A ten-minute break at the end of the first and second hour (teach 50 minutes, 10 minute break), OR a 20 minute break at the midpoint in the class are permissible options.
 - c. There is no break associated with the “third hour” (the class ends).
 - d. You may NOT “save” or “stack” your breaks at the end of the class—if a class is scheduled for 6-8:50PM, you may not teach 6-8:30 and send the students home.
 - 10.
 11. Faculty consider new [trainings](#) to improve classes.
- viii. Enrollment management – Postponed
- ix. SAO Report from David Gray, ATRC

March 2021

Palomar.instructure.com Information:

Spring 2021

Published Courses: 1,618

Total Courses: 2,104

Publish Rate: 76.9%

Teachers: 788

Students: 18,100

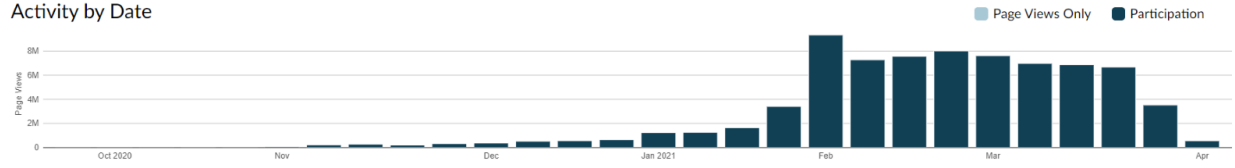
Assignments: 61,608

Discussion Topics: 37,394

Files Uploaded: 177,753

Media Recordings: 11,918

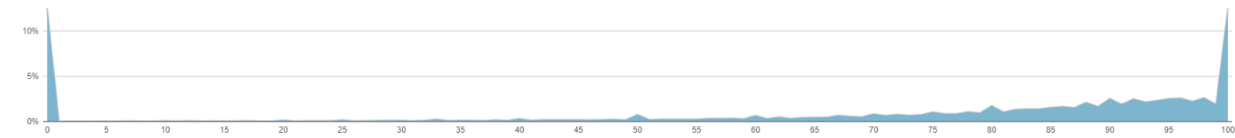
Activity by Date

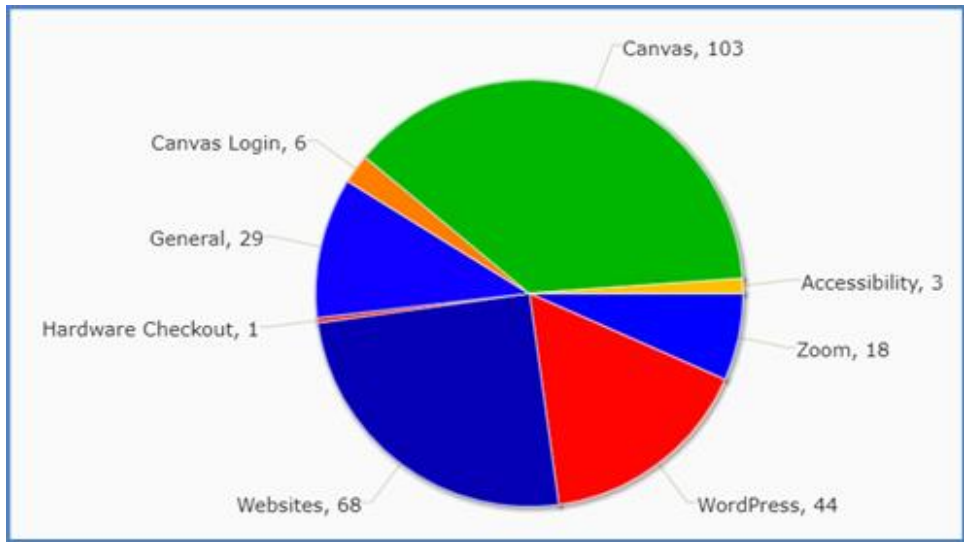


Activity by Category



Grade Distribution





Support Tickets:

Uncategorized

Tickets: 0

Academic Spotlight

Tickets: 0

Accessibility

Tickets: 3

Adobe Creative Cloud

Tickets: 0

Canvas

Tickets: 103

Canvas Login

Tickets: 6

Directory

Tickets: 0

General

Tickets: 29

Hardware Checkout

Tickets: 1

Instructional Design

Tickets: 0

Office 365

Tickets: 0

Siteimprove

Tickets: 0

Streaming Media Submissions

Tickets: 0

Websites

Tickets: 68

WordPress

Tickets: 44

Zoom

Tickets: 18

Total Tickets: 272

Total Time: 14 days, 16 hours, and 7 minutes

1. Action

- a. **Item:** Review and Approve POCR Plan
- b. **Discussion:** Peer Online Course Review was formally a grant that has ended. It will now be up to faculty to review courses. This will allow a faculty member who wants their course reviewed to do so. Erin reviewed the 5 steps to a POCR certified course. Erin reviewed the budget that still needs approval from Instruction.
- c. **Vote:** Motion to approve the POCR process and move forward with the proposed budget by Amy Caterina. Second by Steve Perry. All in attendance approved, with no “nays” or abstentions.
- d. Item: Proctoring Policy
- e. Discussion: Design to give faculty and students background on proctoring needs and programs. The DE Coordinator collected feedback from various groups. VPI wanted to acknowledge student concerns. DE Members wanted to communicate to faculty need for advanced notice and flexibility. DRC representative noted some accessibility programs do not work with proctoring programs.

- f. **Vote:** Motion to approve the Proctoring Policy by Barbara Hammons, Second by Linda Morrow. All in attendance approved, with no “nays” or abstentions.
- g. Item: Website organization
- h. Discussion: Committee looked at various elements of the organization focusing on making it student centered and helpful to faculty. Members also stressed the need to make information easy to find. The Committee discussed if it should include a separate feedback option for students but decided to keep with the college’s current method for student complaints and feedback. The next step is to work with the Web Developer to institute the changes, seen below.
- i. **Vote:** Motion to approve the Website Reorganization by Steve Perry, Second by Stacey Trujillo. All in attendance approved, with no “nays” or abstentions.

2.