

Distance Education Committee Meeting

May 19, 2021

Zoom Meeting:

<https://palomar-edu.zoom.us/j/98100391117?pwd=R3FJQ3FJOHFvWTcwdUJ2SHpmKy81dz09>

Meeting ID: 981 0039 1117

Passcode: 017020

Chair: Erin Hiro (20-23) X

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): Tanessa Sanchez X

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

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

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

Faculty, Student Services (20-22): None

Guest: Wade Rollins x

1. Call to order Erin at 2:32 pm
2. Approval of minutes
 - a. Motion to approve: John. Second: Barbara. Unanimously approved.
3. Public Comment
4. Announcements
5. Information
 1. Attendance Policy

- i. Amy: attendance and drop policy is not clear at Palomar.
Suggestion: make a Google doc for faculty to share how they deal with this issue. Perhaps DE committee can formulate a shared policy to start with.
- ii. Barbara: presently students sign in via zoom chat--this is how I take attendance.
- iii. Erin: I use Zoom to see who is logged on and how long.
- iv. Various other DE committee members discussed their attendance/participation policies/methods.
- v. Alyssa: students are under a lot of stress now. Students may drop if they see a hard-line policy in Canvas and/or syllabus.
- vi. Erin will initiate a Teams item called Attendance Policy. DE members can edit directly or send suggestions to Erin for inclusion in document.

2. Canvas Storage Issue

- i. Wade: I have large video files. Canvas made changes to increase compression. Upload rates for students are much slower (even for students with fast internet) and video quality is less than it was before the change. Even a still image file can take a lot of time. Some students think they have turned in assignments, but Canvas has not successfully completed the upload. Also, comments section is gone in its previous form--the procedure for comments is now different and confusing for students. ATRC is not sure of the cause. I don't want to put my files on a public site like YouTube. We need an institution-specific secure portal like Canvas. It seems like Canvas is not sufficiently investing in additional servers to keep up with demand.
- ii. Erin: Najib thinks this might be a retention issue--too much long term storage being used by faculty. Perhaps DE committee needs to formulate a retention policy.
- iii. Wade: perhaps Canvas can delete student files (long-term) but keep faculty files.
- iv. David: The issue shouldn't be Canvas storage capacity. The idea of deleting files from Canvas to clear off space is probably not necessary, since Canvas archives everything, deleted or not. This needs investigation.
- v. Wade: CapWings is a good captioning service. A subscription must be bought.

3. Blackboard Ally

- i. Erin: We are coming up for renewal--there is a funding issue. Erin presented concerns with Ally as well as responses. CVC's position is that no one tool is sufficient for accessibility checking. What are the best tools for this?
 - ii. David: on Canvas there are 4 accessibility checkers: Canvas built-in checker, POCTech, YouDolt, Ally. David discussed the advantages of each of these various checkers. HIs personal favorite is Ally, but it's expensive. YouDolt is open-source and pretty antiquated.
 - iii. Erin: I will work with Najib to lobby admin to pay for Ally.
 - iv. Amy: I've used Ally, and it has caught a lot of things.
 - v. David: POCTech is currently in Canvas and is funded by state.
 - vi. Barbara: the current accessibility ratings in Canvas seem inconsistent.
- 4. Hyflex Training update/POCR
 - i. Erin: I put in a proposal with VPI. Only 5 faculty are interested in implementing this format. These faculty will have necessary tech in classrooms.
 - ii. Erin: will continue to work on POCR plan (with funding) this summer.
- 5. Proctoring Policy update/plan
 - i. Erin: Senate approved policy unanimously.
 - ii. Erin: In fall we will continue to work on supporting faculty regarding online proctoring
 - iii. Erin created and presented an anonymous faculty survey on use of Proctorio and other proctoring methods. Some suggestions were made by the committee.
 - iv. Erin: Senate subcommittee is exploring the possibility of online live proctoring done by Palomar faculty at various times during week.
 - v. Alyssa: lock down browser prevents screen readers, which are necessary for some students.
 - vi. Kelly: it is against ed code to require students to come to campus for tests in online courses. This is OK, however, in partially online courses.
- 6. Guided Pathways Money Update
 - i. Erin: we got money for @One courses--so far 21 courses have been paid for. Faculty/staff are taking a variety of courses. Please let colleagues know about this. I will send out another email apprising faculty/staff of this opportunity before the end of the semester.

- ii. Alyssa: DRC offers free training for accessibility/universal design.
Fridays at 11 am. This is in PD portal.
- iii. Barbara: universal design training has been extremely helpful.

2. Other

- 1. Action-none
- 3. Adjournment at 3:57 pm