DE Committee Minutes
Sept 1, 2021

Chair: Erin Hiro (20-23) X
Members:
Faculty, PFF (20-22): Russell Backman   X
Faculty, at large (20-22): Amy Caterina   X
Faculty, at large (20-22): Kelly Falcone X
Faculty, AMBA (21-23) Melinda Finn X
Faculty, MSE (20-22): John Harland X
Faculty, Library (20-22): Linda Morrow   X
Faculty, at large (20-22): None
Faculty, CTE (20-22) Jacob Shiba X
Faculty, Part-Time (21-23): Tanessa Sanchez X
Faculty, L&L (21-23) Tina-Marie Parker X
Faculty, DRC (20-22): Crystal Velasco X
Guest, Alyssa Vafaei: X
Faculty, SBS (19-21): None
Faculty, Student Services (20-22): None

- o Call to order at 2:35 pm
  - Self-introduction of committee members
- o Approval of minutes
  - Motion to Approve: John. Second: Jacob.
  - Vote: all approvals except one abstention
- o Public Comment --none
- o Announcements --none
- o Information
  Goals
    1. POCR
    2. Course Pack Resource Page
    3. Accessibility
        a. Training
    4. Authentic Assessment
    5. Universal Design
    6. Hyflex
    7. Attendance Policy
    8. Lobbying Canvas to fix slow uploads
    9. Lobbying Palomar to pay for Ally

10. Check on CVC Home College
11. Re-address proctoring policy that the Senate approved in spring 2021.
12. Perhaps new goals?
13. Breakout Rooms--Goals for room 1
    a. Jacob, Kelly and Russell
        i. Jacob: There is currently inconsistency in online courses, very challenging for students. Perhaps we should provide recommended templates incorporating best practices. Perhaps templates and reviews should be managed department by department.
        ii. Kelly--if there isn't consistency between departments this can be confusing. Perhaps templates made previously available can be adapted for these purposes. Visual representation of course and standardized due dates would be helpful for students.
        iii. Russell: we should articulate distinction between pandemic and post-pandemic structures/supports
    b. Alyssa, Tina, Kelly
        i. Alyssa: UDL (Universal Design for Learning) framework perhaps should be a guiding principle. Hyflex needs more publicity/promotion. Hyflex falls under UDL. Accessibility training is an important goal. Regarding course packs, perhaps we should be proactive rather than reactive--make sure new course packs used at the College meet accessibility standards before using them.
    c. Crystal, Melinda
        i. Crystal: We perhaps should explore developing a process for procurement, requisition, review, and accessibility of course packs, OER packs/materials, and third party software
        ii. Melinda: It would be good to make faculty aware and provide training for certain processes/capabilities such as extending Canvas access beyond the end of semester for students with I grades. Certain key Canvas capabilities are not well-advertised
    d. John/Amy:
        i. Amy has heard of substandard online student experiences due to professors being disengaged in the online teaching process.. Perhaps we can promote online teaching help services by advertising in the right way (e.g., quick ads on certain individuals with certain expertise who are available to help other faculty). Perhaps office/help hours can be offered by such individuals.
        ii. Erin: our POET help hours were not well attended
        iii. John: I favor PD over oversight to improve quality of DE courses.
        iv. Kelly: many faculty don't take advantage of PD. Also, TERB doesn't currently guarantee that if a faculty member teaches online that any of their online courses are ever reviewed. Perhaps

we should address this. Perhaps there can be a distance ed lead in each dept. Perhaps faculty members can be assigned a mentor for online ed. POCR is formal and may scare away instructors, so offering informal help/feedback in addition to POCR would be desirable

Embedded Librarians in Canvas
1. Linda: Canvas now limits roles to observers for non-primary instructors. Library would like more options, particularly for embedded librarians
2. Kelly: ATRC implemented this limitation without consulting the DE committee.
3. Erin: it's on my radar to address this with ATRC
4. Kelly: there should be a process for vetting these kinds of changes. There needs to be a better bridge and better defined processes between DE and ATRC
5. Linda: does the DE committee agree that this option should be requested?
6. John: motion to move request for restoring librarian access in Canvas to action. Linda: second.
7. Kelly: ATRC can make custom roles in Canvas for specific purposes. Also, there might be push back on expanding roles due to student privacy concerns.
8. Linda: we're not necessarily asking for a custom role--teacher role would do.
9. Vote to bring this change to ATRC: yes (unanimous)

Accessibility Training for Faculty
1. Alyssa: Over summer we invited faculty/staff to faculty hour. I did a session on accessibility vs accommodation--David Gray and Shana contributed. There are different legal frameworks for these. Accessibility is proactive, accommodations are reactive. The Zoom recording link is available for everyone
2. Erin perhaps this link can go out to faculty in a DE email.

MathType/ChemType
1. Erin: MathType in Teams is about to expire--costs $800. DE committee received an invoice from ATRC. Is this something Math/Science wants? I will send out an email to dept chairs
2. Kelly: how did this come from ATRC without some sort of process or discussion preceding it? Again, this calls into question the process between ATRC and DE committee.

HyFlex Training update
1. Erin: Four faculty are currently implementing HyFlex courses. There have been a few tech difficulties and a learning curve, but generally the support is good and students appreciate the flexibility of the format. There are some challenges, such as group workI will strongly promote this format among faculty in coming weeks/months.

Proctoring Policy update/plan -- postponed

o   Other --none
o   Action

New DE rep for Calm, meets Mondays 1- 2:30 pm.
1. Erin: Kelly is stepping down as DE rep for CALM. We need a replacement.

        2. Kelly: CALM supports and promotes efforts to adopt OER and no/low-cost materials for students.
- o   Adjournment at 3:57 pm