

Distance Education Committee Minutes

Oct. 20, 2021

Date: Oct. 20, 2021 Starting Time: 2:30 p.m. Ending Time: 4 p.m.	Zoom Meeting: Meeting ID: 919 9930 3997 Passcode: 974173
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In attendance:

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): Open

Faculty, Library (20-22): Linda Morrow X

Faculty, at large (20-22): Seth San Juan X

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

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

Faculty, Student Services (20-22): Open

Visitor, Library: April Cunningham X

Visitor: John Harland (minutes) X

ATRC: David Gray

1. Call to order 2:34 pm
2. Approval of minutes.
 - a. Erin: shared minutes
 - b. Barbara: motion to approve. Amy second.
 - c. Corrections/additions: none
 - d. Vote to approve: unanimous
3. Public Comment--none
4. Announcements:--none
5. Information
 - 5.1. HyFlex Training update
 - A. Erin (update) List of Hyflex teachers for spring 2022 is still in flux. Current hyflex instructors will be involved in training. Hyflex training plan presented. Idea: add module of experiences of Palomar instructors with HyFlex teaching. The final training module for HyFlex will include in-class hyflex presentations by faculty to iron out problems before they start their classes.
 - B. Barbara: we should be provided tools to fix classroom issues as they arise rather than waiting on tech staff.
 - C. Erin: group work is challenging in Hyflex. Students on Zoom can be disengaged at times. Everything I present in HyFlex is in writing in addition to real-time to promote online engagement.
 - 5.2. POCR Update
 - D. Amy: we received confirmation of our POCR application
 - E. Erin: a lot of work went into the application. Once the process is complete, we will be a POCR -certified institution.
 - 5.3. New Quizzes
 - F. Erin: I created a doc in Teams called "Canvas Quizzes". Next summer we will no longer be able to use classic quizzes in courses. The doc has links to support materials for transitioning/migrating to new quizzes. This will likely be challenging for many faculty. If committee members are willing to create screen shots and/or videos to chronicle your experiences with the transition, these will be very helpful for training

- G. Kelly: there are a lot of issues with New Quizzes. For example, partial credit no longer works. New Quizzes don't seem to save in Canvas Commons--this feature needs to be ironed out and tested. Many issues are being called out by faculty. Faculty need to be apprised of limitations of new quizzes
- H. Tina: I use these quite a bit. Navigation is a bit more cumbersome than for old quizzes.
- I. April: I've had a problem with new quizzes: because of the the LTI issue Kelly mentioned: when I sent a module to another professor, the quiz did not transmit.
- J. Jacob: In the past I have had negative experiences with New Quizzes. I'll document issues I have with the transition going forward

5.4. Proctoring Update

- K. Last meeting, DE committee passed a recommendation to eliminate third party proctoring. Senate approved with the modification of a one-semester phase out of Proctorio. Senate has requested DE committee to formulate a Palomar-based proctoring system to replace Proctorio in spring. Senate approved resolution to expand in-person proctoring.
- L. Kelly: rather than developing a proctoring plan within DE committee, perhaps those involved in Palomar proctoring already and/or other institutions should be tapped to develop plan.
- M. Erin: Senate has asked DE committee to develop and promote online assessment methods that do not require proctoring

5.5. Zoom Recording Update

- N. Erin: Zoom recordings will be erased to make space for new recordings in the second week of the semester after they were created.

6. Action

6.1. Canvas Access - April Cunningham

- O. April: Regarding the creation of a Canvas role that would fulfill the needs of librarians, I received good feedback in last DE meeting. Since that meeting, David and Erin and I met, and David detailed the various possible permissions: announcements, create assignments, participate in discussions, access to grading module (SpeedGrader), etc.
- P. Erin: David could create a Librarian role that will satisfy most or all of the requirements for librarians.
- Q. April: does the committee endorse faculty having the discretion to add this role without having to go through a formal approval process (through the dept chair, dean, etc)?

- R. Amy introduced a motion to endorse addition of librarian role by the instructor without an approval process
 - i. Erin: concerns about abuse?
 1. Amy: this would be a great asset. There is probably not much motivation for abuse
 2. Russell: I endorse this role. What assignments would SpeedGrader apply to? If we could limit this permission it would be desirable. April: not sure--David could answer that.
 3. Barbara: I trust the Palomar College librarians. I am comfortable giving them access
 4. Jacob: abuse issue is not particularly concerning
 5. Melinda: could a teacher give this role to anyone? Erin: anyone with Palomar ID, thus giving this role to a student is possible.
 6. Melinda: I have heard of faculty that have students do some of their work, so this could be an issue.
 7. Erin: could someone inadvertently be given librarian role?
 8. Kelly: low probability of abuse if this new role if it had a clear label, like "librarian". Perhaps DE committee should formulate an appropriate use policy and distribute to faculty.
 - ii. Vote: Unanimous YES
 - iii. Erin: I'll take this vote to the Senate

6.2. Goals

- S. Erin shared goals for the semester
- T. Motion to accept
- U. Discussion
 - a. Russell: we should not have students evals each semester.
 - b. Kelly: Evals are Senate's purview, not DE committee. The primary concern/goal is that faculty teaching online have an online course evaluated at some point
 - c. Russell: I endorse that goal.
 - d. Tanessa: evals could counterbalance student issues
 - e. Erin: frequent evals could act to protect faculty against occasional unfavorable evals.
 - f. Amy: Universal design is a good goal. Perhaps plenary workshops could promote this.
 - g. Accessibility training needs to be looked at and streamlined
 - h. Kelly: DE committee should take over authorship of the Palomar-created accessibility course and improve it
 - i. Amy: I could work on that and make it more useful. We can curate and utilize
- V. Vote to approve goals: YES (unanimous)

W. Committee members selected goal groups:

- j. Kelly: universal design
 - k. Tanessa: PO CR
 - l. Barbara: HyFlex
 - m. Russell: Canvas programs
 - n. Amy: PO CR
 - o. Linda: PO CR
 - p. Melinda: proctoring
 - q. Jacob: TERB
 - r. Tina: universal design (spring)
 - s. Crystal: universal
 - t. Seth: Canvas
- X. Breakout rooms for groups: formulate achievable goals for fall and spring:
- Y. Goals/plans from breakout rooms compiled in shared doc.

7. Adjournment at 3:57 PM