

Distance Education Committee Minutes

Nov. 17, 2021

Date: Nov. 17, 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
Faculty, at large (20-22): Kelly Falcone X
Faculty, AMBA (21-23) Melinda Finn X
Faculty, MSE (20-22): Wendy Gideon X
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
Faculty, L&L (21-23) Tina-Marie Parker
Faculty, DRC (20-22): Crystal Velasco
Faculty, SBS (19-21): Barbara Hammons X
Faculty, Student Services (20-22): Open
Guest: John Harland (scribe) X

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- 1) Call to order 2:32
 - 2) Approval of minutes Motion to approve: Barbara, second: Linda. All approved.
 - 3) Public Comment --none
 - 4) Announcements:
 - a. Kelly: Chancellor's office webinar was focused on DE. Data collected from all schools. Kelly showed how to find recording, followup info. There is a

push for all campuses to be teaching colleges in CVC exchange. Current percentage of online offerings varies widely across the system. Students are divided about half and half between wanting on-ground vs online courses .

- b. Erin: Online teaching conference will be in June 29 - July 1 in Long Beach in 2022, in person. Perhaps guided pathways money can be used for DE committee members to attend--will look into this. Barbara: other resources are available.
 - c. Wendy: Colleagues are asking about faculty evals in DE settings.
 - d. Are zoom recordings required?
 - e. Answer (Erin): No.
 - f. Can course content be delivered through YouTube lectures?
 - g. Kelly: this is an instructor-student contact issue. Effective contact can be accomplished via methods other than/in addition to personalized instructional videos.
- 5) Information
- a. HyFlex Training update
 - i. Erin: only 11 have signed up so far for training
 - ii. Erin: PFF is negotiating MOU for training funds (10 hours)
 - b. Zoom Recordings
 - i. Reminders will go out regarding deletion of Zoom recordings--after Thanksgiving
 - c. POCR Update
 - i. Linda: we are preparing to launch our local POCR process in spring
 - d. New Quizzes
 - e. Proctoring Update
 - i. Erin: Proposal has been submitted--being reviewed by admin. Will have to be implemented in spring
 - f. Accessibility Course/Training
 - i. Erin took a couple of PD training on accessibility. Enhanced captioning techniques are available, but require a lot of work.
 - g. Goals
 - i. POCR--we are on track
 - ii. HyFLEX: waiting for paperwork
 - h. Universal Design and Accessibility
 - i. Kelly: we are in process of adapting an existing course for our purposes. Needs a lot of redesign work. I will be in sabbatical in spring, so hopefully other DE members will take the lead going forward.
 - ii. Erin encouraged other DE members to get involved with creating/adapting this and other training courses.
 - i. CVC home and teaching college.
 - i. Erin: had a meeting with Instruction and Student Services VP's. Hopefully their staff will contribute to the work involved in this.

- ii. Kelly: there are online resources that promote the reasons for CVC consortium. Erin will apprise Instruction and Student Services of these resources.
 - j. Proctoring
 - i. Erin: Proctorio will be discontinued in summer 2022. We need volunteers to try out new proctoring methods
- 1. Process for coordinating with ATRC--underway. A form will be created.
- i. TERB
 - 0. Kelly: Creating a new observation form for DE courses is TERB's responsibility but DE can contribute.
 - 1. Kelly: how do we ensure that faculty get evaluated for DE courses if they are teaching in DE modality? Perhaps a statement from DE committee would be helpful in moving deliberations forward within TERB, senate and PFF.
 - 2. Erin: we will take this up in the next DE meeting.
- 8. Other
 - 1. Erin presented student orientation for DE created by Lillian Payn. About 1800 students have taken this.
 - 1. Erin: is this still useful?
 - 2. Kelly: there are alternative resources offered by Chancellor's office.
 - 3. Jacob: I offer an optional Getting Started module in my courses. The older course is perhaps not necessary
 - 4. Melinda: A lot of what is included in Getting Started covers this material. Unless the older course is required, most instructors will not send students there.
 - 5. Erin: I will reach out to Lillian to weigh whether this is worth maintaining.
 - 2. Kelly: What percentage of Palomar students want DE choices vs on-ground? What about faculty preferences? We need surveys to plan for the post-COVID new normal
 - 1. Jacob: what info has been collected already? Within Palomar? Across state? We need a detailed poll from faculty and students.
 - 2. Erin: I will reach out to Instruction about known info/new surveys.
 - 3. Barbara: Is it possible for faculty to send out a standard survey to students at end of each semester?
 - 4. Seth: some faculty feel that they were forced into an online environment even before COVID. Our class caps in my dept are 42.
 - 5. Erin: There is experience of poor retention in my department in fast track DE courses. Kendall has pointed out that this may be evidence of fraud. The DE committee should take up making faculty aware of this possibility.
 - 6. Kelly: faculty are responsible for dropping NO SHOWS. The automatic fraud detection filters are having unintended consequences.

7. Erin: dropping students early can cause poor fill rate stats, and may jeopardize some small programs.

7. Adjournment at 3:37 pm