**Distance Education Committee Minutes – 04 /13/2020**

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| **/** | Jodi Senk | **/** | Matt Pitassi | **/** | Jill Pfeiffer | **/** | Irene Truong |
| **/** | Zulma Calderon | **/** | Scott Jaeggi |  | Michelle Pilati | **/** | Grant Linsell |
| **/** | Yunior Hernandez |  | Mark Bennette | **/** | Carol Sigala | **/** | Vann Priest |
| **/** | Gabriela Olmos | **/** | Lydia Llerena | **/** | Bianca Urquidi | **/** | Gary Van Voorhis |
| **/** | Eugene Blackmun | **/** | Cynthia Lewis |  |  | **/** | Warren Roberts |
| **/** | Dana Arazi | **/** | Warren Roberts | **/** | Jennifer Tanaka | **/** | Kevin |
| **/** | Laura Ramirez |  |  |  |  |  |  |

1. Approval of March 9th Meeting Minutes

(minutes adopted by group)

1. Instructional Technology Tools and Setting (Zulma and Gabby)-
2. Tech problems- especially on Mondays, ConferZoom connections
3. Zulma*: Pisces* successfully installed, 3 staff assigned as admins
4. *Labster:* no mobile functionality- have not heard any feedback yet
5. Manager’s Report and CTE Grant (Grant and Jodi)
6. Grant: Online training cert update- Gabby and Zulma successfully revamped the system. Looks like we can offer $300 stipend for any faculty who complete their *Canvas* training who haven’t done so before. Also collecting list of faculty who have cert from other campuses (they therefore do not get the stipend unless they take our training). POCR training suggested for all (including part time)
7. Emergency Blanket Addendum for summer/fall

Grant: the state is asking for us to give approval for all of our courses that will be taught online through summer- they have left that process up to us locally. They want to make sure we have a system for doing *temporary* approval process. Can be scaled down and abbreviate- the state is asking that we report what we are doing. Jill added that professional development needs to be included. Need separate forms for Summer and Fall. Grant recommended that we just focus on Fall right now.

* + 1. Dana Arazi: took existing forms and filled in pertinent information. Can use the same form/input method for summer and fall.

Jill wanted to hear what types of questions are on to determine whether courses can be taught online

Dana shared screen, explained that they first split into those already online and those that are not.

Dr. Ramirez asked if every faculty needs to fill out per course. Dana clarified that they just need one form per course, however every faculty teaching should have a copy of the form sent to them so they know what obligations are being made.

Dr. Ramirez also asked if the process is similar to the regular process. Dana said that it is very similar.

Grant asked what portion is pre-filled vs need to be filled out by faculty. Dana said the ones that need to be filled out are the areas with checkmarks.

Jill asked: who are we identifying who is making the decision as to whether or not the course can go through. Dana said that 2 discipline faculty will review.

Scott asked: specific to EMT/EMR- we have one each scheduled for summer, were both on schedule as physical classes, but have prior auth for online. Do we still need to fill out this form? Dana said to check the hybrid section since they need to do some amount of work in person.

Dr. Ramirez: Want to clarify-we do not need to change the coding or classification online even though we are doing all classes to online classes

Carol asked about practicum students. Laura spoke about the ability for observation. Carol asked if that will work, and Laura said that it works from our side, but that students will need to reach out to the school they plan to transfer to.

Lydia asked Grant: The approval for the contractor, is that still happening? Grant asked to talk in a second about that.

Jennifer asked when we will inform students that all classes will be online. Laura said that they are waiting for senate to finalize, then the memo will go out to all students.

* + 1. Is 5 weeks adequate for remote classes
       1. Grant: most of our summer courses are 5-6 weeks long, so what do we do with this recommendation that courses be 8 or more weeks long. Administration has decided to discuss with the faculty- give faculty flexibility to stretch to a longer timeframe. This is difficult since the chancellor’s office is asking us not to change in anything in banner.
          1. Dr. Ramirez: one of my concerns is that students may have life or other classes scheduled already, so if we end up extending, that may have a negative effect on enrollment. Grant said he thinks most faculty will still keep the original timeframe.

Lydia expressed a concern that a lot of the summer classes are high school classes. Grant said that the high school classes are a complex issue- we need to give faculty as much flexibility as possibly, but if they are teaching at a high school, they may not have the option to extend to 8-week. Laura chimed in that Melba Castro is reaching out to the high schools to see if they want to continue since they are having their own issues with students logging on.

Lydia also asked about winter session. Laura said it is the same problem. Grant said that from a reporting standpoint we are in a good position because we are technically in Spring session during intersession.

Matt did some research regarding length of time- Coastline College offers a 4-week online course. Not saying it is the best, but it is possible. Lydia asked how many units the 4-week courses were. Matt was unsure, will follow up and check.

Kevin asked if there will be an official recommendation from this committee. Grant thinks that it is best if we don’t make an official recommendation. Jill agreed. Grant said that we may learn over the summer and be better able to make “official” recommendations.

Cynthia asked when faculty would meet to make the decision about the length. Grant said there is no date, but the dialogue should start with each other as well as the dean.

Lydia asked if we could make an “official recommendation” that in each division, faculty make the decision that is right for their course.

Dr Ramirez said that the more she thought about asking or recommending that classes be extended, it gets stickier and stickier. There are reasons that we don’t know about that may be driving a person’s choice to teach or take that class.

Jill suggested taking a poll about whether or not we should make a definitive recommendation because it seems that there are varying opinions on this committee.

Grant: The take away is that we should encourage flexibility without taking a firm stance.

1. IOP Pathways Grant: Jodi- the Grant got extended through September. POCR- we currently have 7 people certified for POCR.

Offer seasoned Canvas users POCR training/certification as an option to be in a support role.

Instructure- they are still working on our courses.

1. Technology Update
   1. Jill said the Library will have internet hotspots to hand out to students since many do not have home internet and that Google is also offering hotspots
   2. Grant said we should point students toward the student information page on the website. Some may be eligible for free internet
2. Warren- one of the equity issues we have is access to the machines. The lab tech is making machines available to students, as of now there are 25, hopefully by the end of the week there will be 50.
3. Counseling
   1. Yunior- all students have access to cranium café for counseling appointments. There is a crashing issue since there are so many using it now. It seems that there is a small percentage of people who have many issues, but most users do not have issues.
   2. Lydia asked if someone has to be a student already to use Cranium Café. Gabby said she thinks that they do.
4. Library- Irene explained the libguide
   1. Claudia made tutorials for using the features and accessing resources
   2. We would like to ultimately create a tab for faculty resources as well
   3. Librarians are monitoring the Rio Hondo page chat
5. New business-
   1. Wellness Central has easy-access resources that students can use. Something we should consider if faculty should add to their menu. Jill has used the resource a couple of times with students who have expressed a need.
      1. Grant said that he reached out to student services resource center. Asked Jill if we should email all faculty with screenshots and links to explain what it is and where it can be found.
      2. Zulma said it is available to all faculty in Canvas and they can each choose to make it visible.

Meeting Adjourned: 2:44pm

Minutes submitted by Abby Balcom