

CSM Distance Education Advisory Committee Meeting Summary

Wednesday, October 2, 2024 12:00 p.m. to 1:00 p.m.,

[CSM DEAC: 2024-2025 Zoom Meeting Link](#)

[Meeting Slides for October 2, 2024](#)

Members Present: 17

Diana Bennett (Creative Arts & Social Science) , Tarana Chapple (ASLT, Dean), Lydia Chen (Counseling), Lena Feinman (Math & Science), Sebrianne Ferguson (ITS), Atheena Haniff-Martinez (Counseling), Jennifer Howze-Owens (Tri-Chair), Donna McCabe-Eyestone (Tri-Chair), Michelle Mullane (Creative Arts & Social Science), Hellen Pacheco (Business/Technology), Alessandra Rengifo Herrada (Student Representative), Erica Reynolds (Tri-Chair), Lia Thomas (ASLT/Library), Finausina Tovo (ASLT), Jennifer Van Sijll (Language Arts), Lilya Vorobey (Business/Technology), Laura Woltag (Language Arts)

Not Present: Paul Hankamp (Math & Science), Susan Khan (ASLT/PD Coordinator), Doug Williams (Kinesiology), Mike Schmidt (Kinesiology), Carol Newkirk-Sakaguchi (DSPS), Jeramy Wallace (Curriculum Committee)

Guests Present: 0

Agenda Items Discussed:

1. Review and Approve Agenda
 - Approved by Diana, Seconded by Lia
2. Review and Approve Meeting Summary from September 2024
 - Approved meeting updates for September 2024 moved by Lia, seconded by Diana
3. Professional Development
 - QOTL Level 1 & 2
 - Funding has been approved
 - QOTL1 started at the end of September
 - QOTL1/2 registration links for Spring are available for sign-ups. Please share.
 - Curriculum Development for QOTL-E (District DEAC Project)
 - ID/ITs in district collaboratively built a QOTL Essentials course. This is meant as a way to help scaffold people who need a little more Canvas help before they take QOTL1.

- 5 modules, self-paced, culminating activity. Will hope to offer in the Spring. Distinct DEAC will help organize when this is available and how it is
 - Flex Day Presentations
 - Faculty Handbook for Online and Hybrid Education (Zoom)
 - Would like representation to help conduct the yearly updates/edits
 - Accreditation self-evaluation open office hours
 - Evidence
 - Regular and Substantive Interaction
 - All faculty should be taking this course. \$300 stipend
- 4. Committee Updates
 - Division Updates
 - Jennifer - Film and CIS: State Chancellor funds are supporting to get these courses to meet ZTC - deadline and assigned to the various classes. Very good participation. Almost all are teaching online in Film. One lead per course and work together on curriculum together.
 - Hellen - working on CIS certificates. Lots of adjuncts with same class taught by multiple people so it's been complicated.
 - [Funded PD](#) for OER/ZTC. Had about 24 people participate over the summer. Working on a primer to send to divisions and going to meetings to talk about ZTC and Inclusive Access.
 - Shelly - CASS discussion about QOTL and trainings.
 - PopeTech micro course is available. This may be funded as well.
 - Academic Senate (CTL & Curr.)
 - Senate still has not yet prioritized goals
 - DE Addendum Update
 - Faculty Handbook Online and Hybrid Update
 - District DEAC
 - Subcommittee of academic senate. Looking at workplans. Locally we all have POCT teams we are developing. Different local policies on recency and RSI.
 - Tarana receives a handful of waivers for QOTL training. Reviewed case-by-case now - do we want a committee or a process for approving waivers? Waivers are typically granted if they have a training elsewhere that is mostly equivalent. Turnaround time is fairly tight - within a week. The waivers need to also be tracked in our spreadsheet.
 - ACCJC Rubric for RSI
- 5. State Updates
 - DE Coordinator Updates (DECO)
 - Dislike for Canvas discussions
 - Concerns about Instructure purchase and will CCC still have a strong voice in development and product improvement
 - PopeTech Updated
 - AI Community of Practice

- POCR
 - Helen: Do you still need to have CID. Answer is Yes.
 - Looking for courses that use OER/ZTC and CID. Looking at BIOL as first course to review
- [Accreditation \(SRI Rubric\)](#)
 - All courses that are considered Distance Education can be evaluated/reviewed. They will take a sampling of courses and 85% have to meet this rubric
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6. Agenda Items for Future Meetings

- DE Addendum
- DE Plan 2024-2027
- Training Recency policy
- OER vs. Inclusive Accessy

Next Meeting:

- Date of the Next Meeting: Wednesday, November 6, 2024

Summary Prepared by

- Donna Eyestone and Erica Reynolds on October 2, 2024.