CSM Distance Education Advisory Committee
Meeting Summary

Wednesday, November 6, 2024 12:00 p.m. to 1:00 p.m.,
[CSM DEAC: 2024-2025 Zoom Meeting Link](#)
[Meeting Slides for November 6, 2024](#)

Members Present: 17

Tarana Chapple (ASLT, Dean), Lydia Chen (Counseling) , Sebrianne Ferguson (ITS), Atheena Haniff-Martinez (Counseling), Paul Hankamp (Math & Science), Susan Khan (ASLT/PD Coordinator), 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), Doug Williams (Kinesiology), Laura Woltag (Language Arts)

Not Present: Diana Bennett (Creative Arts & Social Science), Lena Feinman (Math & Science), , Jennifer Howze-Owens (Tri-Chair), Mike Schmidt (Kinesiology), Carol Newkirk-Sakaguchi (DSPS), Jeramy Wallace (Curriculum Committee)

Guests Present: Danni Redding Lapuz (Acting Vice President of Instruction)

Agenda Items Discussed:
1. Review and Approve Agenda
   ○ Approved by Shelly, second by Lilia
2. Review and Approve Meeting Summary from October 2024
   ○ Approved meeting summary for October 2024 moved by Shelly, seconded by Doug
3. CSM: Distance Education Handbook Flex Session Debrief and Updates
   ○ [Faculty Handbook for Online and Hybrid Education](#)
   ○ Will keep handbook as Google or Word doc
   ○ Debrief from Flex Day
      ■ More issues around Online Teaching in training rather than just the handbook specifically.
   ○ Updates
      ■ Flushed out Regular and Substantive Interaction section
      ■ Took elements from [Skyline Handbook](#) to make more consistent across district
      ■ VPI: Provide language about RSI in training and in handbook. Link to both as evidence in ISER.

- - - Concern about length as 71 pages
    - Ask for today: If you have 5 minutes (p 43), please review RSI. Skyline has examples of how to meet RSI (Welcome Letter - Could we direct folks to Canvas course for RSI
4. Professional Development
    - QOTL Level 1 & 2
        - Spring 2025 Dates
        - Tarana requested we discuss the QOTL1 waiver process. We are designing a form
            - Show evidence of accessibility, canvas, online pedagogy
    - Regular and Substantive Interaction
        - All faculty should be taking this course. $300 stipend
    - Microcourses - Data
        - Erica talked through the completion data and Donna encouraged others to participate in them
    - Flex Day - Ideas/Proposals
5. Committee Updates
    - Division Updates
        - Language Arts
        - Creative Arts and Social Sciences
        - Math and Science
        - Business and Technology
        - Counseling
        - Kinesiology and Dance
    - IPC - call for 1 faculty on Tech. Comm.
    - Academic Senate (CTL & Curr.)
        - Curriculum Committee: DE Addendum Update
    - District DEAC
        - Launch of QOTL-E (Essentials). Non-compensated. 5-7 hour self-paced course designed for people not ready to take QOTL1.
        - Workgroup formed for possibility of QOTL3, different pathways that people could meet the recency requirement. We would welcome feedback on what core curriculum
        - Lia thinks that AtONE courses are great, but fill up quickly. Faculty can design their own paths
        - Paul - QOTL 3 in house would be his preference. Not as meaningful when interacting with colleagues with curated content.
        - Laura Woltag - @One Dedicated for a SMCCCD/CSM cohort since @One courses fill-up so quickly
        - Perhaps both options
        - VPI: How do we track completion. Use Excel spreadsheet
        - Susan: Wondering how POCR fits in. Any possibility that POCR certification (or at least a POCR-based training) could be the next step? Or is that too much to ask that many instructors to go through?

6. State Updates
    ○ DE Coordinator Updates (DECO)
        ■ @One Courses/Staffing

7. Spring 2025 | Best Practices for Import
    ○ [How-To-Guide: Importing Select Content to a Canvas Course](#)
    ○ [Video Guide: How to Share and Copy Videos from a Previous Semester](#)
    ○ Erica talked through and demonstrated how to roll a course into a new shell.
    ○ ITS can make Panopto videos available to the public (Sebrianne can help)
    ○ Danni had a request that this training be shared at division meetings
    ○ Shift dates is helpful, but in the Assignments link, there is a bulk edits options
8. Agenda Items for Future Meetings
    ■ Planning for 2024-25
        ● QOTL-E Launch
        ● [Accreditation (SRI Rubric)](#) | Policy Crosswalk
        ● DE Addendum
        ● DE Plan 2024-2027
        ● Training Recency policy
        ● OER vs. Inclusive Access

Next Meeting:

● Date of the Next Meeting: Wednesday December, 6, 2024

Summary Prepared by

● Donna Eyestone and Erica Reynolds on November 6, 2024.