

CSM Distance Education Advisory Committee Meeting Summary

Wednesday, December 4, 2024 12:00 p.m. to 1:00 p.m.,

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

Meeting Slides for December 4, 2024

Members Present: 16

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

Not Present: Lydia Chen (Counseling), Susan Khan (ASLT/PD Coordinator), Mike Schmidt (Kinesiology), Carol Newkirk-Sakaguchi (DSPS), Lia Thomas (ASLT/Library), Finausina Tovo (ASLT), 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 Lilya
2. Review and Approve Meeting Summary from November 2024
 - Approved meeting summary for November 2024 moved by Shelly, seconded by Atheena
3. CSM: Distance Education Handbook Flex Session Debrief and Updates
 - [Faculty Handbook for Online and Hybrid Education](#)
 - Feedback on Questions
 - Include a general estimate of how many hours it takes to build one course? Shell: it would be tough to give an estimate as building of course since there are different variables.
 - Jennifer Howze-Owens: do we give a time frame or emphasize that it is a continuous evolution, time to develop varies, we have support.
 - Jennifer Van Sijll: POCR - clarify if it is a requirement. Adjunct faculty who do not have as much protection may be reluctant to go through peer review. Where does the peer review go? As part

of adjunct evaluation, goes through every 3 years. Where do these review live?

- Laura W: Spell out difference between informal feedback with faculty mentors (?) vs. AFT review
 1. Include pathways for professional development for FT/PT
- Diana B: Say “not required/not part of employee AFT review process)” encouraged under “Online Training and Support)
- Danni: Remove language about compensation
- Lia Comment:
- Danni: Advisable to have a check-in assignment. Include language about within add-drop window, faculty should check-in with students to ensure that are actively engaged in the course.
- Request for examples: Include one line about examples are available in the training.

■ Approval on CSM: DE Handbook

- Donna:
- Diana: Motion to approve Handbook
- Doug: Second to move to approve
- Yes (8)
 1. Paul
 2. Lilya
 3. Doug
 4. Diana
 5. Laura
 6. Atheena
 7. Helen
 8. Lena
- Abstainn:
 1. Jennifer van Sijll
- Lilya: with census, might be related to dropping students
- Edcode reference: The course Check-In Assignment, mandated by the Department of Education (Reg. 66592)
- Diana B: Language in your syllabus. If you have language stating that students

- Proposed New [Short Version](#)
- Appr

4. [Accreditation \(SRI Rubric\)](#) and Updates

- Updates
 - Erica gave an overview of what happened, with a timeline for what our next ACCJC process will be so we can be ready for the team site visit in 2026. There will be a lot of PD and communication and then implementation in the Fall
- Policy Crosswalk

- When we compare our policy to ACCJC for Regular contact. We took the same definitions from Title 5. Strong alignment may need us to change to make it clear that both are needed.
- Substantive - Direct instruction can only be applied for synchronous courses in ACCJC rubric (this relates to pre-recorded videos) that may not be considered part of substantive interaction. Criteria and requirements again requires “at least two” and our CSM policy is a little less prescriptive.
- RSI training already exists (and is mostly aligned with the ACCJC rubric with the exceptions above)
- Call for a Workgroup (policy, trainings, etc)- this shows the criteria for evaluating courses from ACCJC review. How do we get instructors using it? How do we get courses to align with rubric? And how do we find 5-50 courses from Fall 2025.
 - We are on a compressed timeline - potentially 12-months for the workgroup. Starting now!
 - Laura suggested a one-day summer institute for people who teach online. “Do we have funding to engage faculty? For example, to compensate for a one-day summer institute for people who teach online?”
 - Donna, Lena, Jennifer van Sijill, Diana B
 -

5. Professional Development

- QOTL Level 1 & 2 (Spring 2025)
- Regular and Substantive Interaction
- Microcourses - Data
- Syllabus Lab - There will be end of the semester sessions for help revising syllabus. These are drop-in sessions.

6. Committee Updates

- Division Updates
 - Language Arts
 - Creative Arts and Social Sciences
 - Math and Science
 - Business and Technology
 - Counseling
 - Kinesiology and Dance
- IPC
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- Academic Senate (CTL & Curr.)
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- District DEAC
 - AI Mini Conference has been canceled
 - Digital Center for Innovation, Transformation, and Equity

7. State Updates

- DE Coordinator Updates (DECO)
 - Garrick Grace, Director of Professional Learning

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

Recipes:

1. Dutch Olieballen
2. <https://justinesnacks.com/category/recipes/baking/Helen>

Next Meeting:

- Date of the Next Meeting: Wednesday , February 5, 2025

Summary Prepared by

- Donna Eyestone and Erica Reynolds on December 4, 2024.