

CSM Distance Education Advisory Committee Meeting Summary

Wednesday, March 6, 2024 12:00 p.m. to 1:00 p.m.,
Zoom Meeting Link: <https://smccd.zoom.us/j/84235446283>
[Meeting Slides for March 6, 2024](#)

Members Present: 15

Diana Bennett (Creative Arts & Social Science), Tarana Chapple (ASLT, Dean), Donna Eyestone (ASLT/DE Coordinator), Lena Feinman (Math & Science), Atheena Haniff-Martinez (Counseling), Paul Hankamp (Math & Science), Susan Khan (ASLT/PD Coordinator), Michelle Mullane (Creative Arts & Social Science), Hellen Pacheco (Business/Technology), Erica Reynolds (Instructional Technologist), Lia Thomas (ASLT/Library), Jennifer Van Sijll (Language Arts), Jeramy Wallace (Curriculum Committee), Doug Williams (Kinesiology), Laura Woltag (Language Arts)

Not Present: Sebrianne Ferguson (ITS), Jennifer Howze-Owens (ASLT/ID), (Student Representative), Mike Schmidt (Kinesiology), Carol Newkirk-Sakaguchi (DSPS), Lilya Vorobey (Business/Technology)

Guests Present: 3

Anya Ashouri (Counseling), Ingrid Schulz (Language Arts), Kathryn Wiese (Math & Science)

Agenda Items Discussed:

1. Review and Approve Agenda
 - Approved by Shelly and was seconded by Doug
2. Review and Approve Meeting Summary from Feb 7, 2024
 - Approved meeting summary for Feb 7, 2024 moved by Shelly and seconded by Hellen
3. Home College and POCR Updates
 - Donna reported out about the District Meeting about ITS priorities and the response from District DEAC regarding next steps.
 - Doug asked if we were missing out on enrollments/recruitments?
 - Kathryn Weise, classes will fill with students who are not enrolled in home institution and can change the feel of class. If you are talking about local geology, then it
 - Lena - Is there a benefit to the district. Can we still do mini-POCR locally at our own college?
 - Hellen Pacheco - Advantage goes beyond increasing enrollment. But also a way to ensure quality for our local population.

- Lia - Are there other committees and platforms where this could be raised at to create prioritization

4. Professional Development and Spring Training Update 

- QOTL Level 1 and 2
 - Recommend summer trainings when funding is available
- ZTC Summer Trainings
 - Early in June, Jennifer Howze-Owens
- Microcourses
 - Online, self-enroll, self-paced, 1-2 hours of work with a badge
- RSI
 - New faculty regardless of modality should take this, funding is in place.
- Recency
 - Waivers are provided until training resumes in the summer.

5. RSI sharing

- Jennifer Van Sijll
 - Peer review prompted her to look closer at her RSI in her Canvas course. She started looking to find a way to show evidence of RSI. She created a module “Student Engagement” and followed the guidelines in the contract for online instructors. Can we come up with templates/suggestions to streamline this process? Do people want hers to be a start to that template?
 - Curriculum Handbook is being updated
 - Kathryn Wiese has been part of a review team, looking at syllabi and courses in Canvas. Feedback to students happening where reviewers can't see it (in individual questions), so use the overall assignment comments. Canvas Inbox can't be seen by reviewers. Viewed discussion board participation. Communication plan. Spot check through announcements, feedback on assignments, but at a high level.
 - Lena - if reviewers can't see that, where do we put it?
 - Erica - they have canvas gradebook access as observers. They can't see Inbox or Pronto.

6. Committee Updates

- Division Updates
- Academic Senate
- OER/ZTC
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- District DEAC
 - Prioritization of [DE Gaps and Tech Tools](#)

- Erica went over the list and discussed examples of how these tools are used. The request is to have DEAC members help prioritize this list before Spring Break.
 - Jennifer Van Sijll | Top 3: Search Tool - Atomic; Peer Review - Feedback Fruits; Sharing Collaboration - Hypothesis
 - Laura Woltag | Hypothesis (also, Canada and Skyline English folks use and like this!), Ungrading grade book, Feedback Fruits
 - Paul Hankamp | voice thread

7. RSI Practices Sharing

- April -
- May -

8. Agenda Items for Future Meetings

- Planning for 2024
 - Faculty Handbook Revisions
 - REAL update (May)
 - DE Addendum
 - DE Plan 2024-2027
 - Training Recency policy
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Next Meeting:

- Date of the Next Meeting: Wednesday, April 3, 2024

Summary Prepared by

- Donna Eyestone and Erica Reynolds on March 6, 2024.