

## **CSM Distance Education Advisory Committee Meeting Summary**

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

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

[Meeting Slides](#) for September 4, 2024

### **Members Present: 15**

Diana Bennett (Creative Arts & Social Science) , Donna Eystone (Tri-Chair), Lena Feinman (Math & Science), Sebrianne Ferguson (ITS), Atheena Haniff-Martinez (Counseling), Paul Hankamp (Math & Science), Jennifer Howze-Owens (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), Jennifer Van Sijll (Language Arts), Doug Williams (Kinesiology), Laura Woltag (Language Arts)

Not Present: Tarana Chapple (ASLT, Dean), Lydia Chen (Counseling), Susan Khan (ASLT/PD Coordinator), Mike Schmidt (Kinesiology), Carol Newkirk-Sakaguchi (DSPS), Finausina Tovo (ASLT), Lilya Vorobey (Business/Technology), Jeramy Wallace (Curriculum Committee)

### **Guests Present: 1**

Ingrid Schulz (Language Arts)

### **Agenda Items Discussed:**

1. Review and Approve Agenda
  - Approved by Jennifer, Seconded by Lia
2. Review and Approve Meeting Summary from May 1, 2024
  - Approved meeting updates for May 1, 2024 moved by Atheena ,seconded by Doug
3. Meeting Norms and Communication
  - Introductions
  - Norms:
    - We all represent bodies, not individual concerns.
    - Passing information into and out of this meeting.
    - Bring questions, starting conversations, gathering voices.
    - Try to keep moving forward, welcome questions at the end or in chat, especially during discussions.
    - PT faculty can be reimbursed for attendance if you submit timesheets.
    - We welcome DEAC members to submit agenda items.
4. Professional Development and Spring Training Update 

- Professional Development
- 1 Cohort of QOTL Level 1 and 2
  - Summer trainings happened with about 12 CSM participants in QOTL2, and 24 in QOTL1
  - Many DEAC members have completed both QOTL1 and QOTL2
  - Space is limited in our trainings, so share with other faculty your experience so that faculty who are taking the courses actually complete.
  - 1 cohort per semester for 24-25
  - Stipend \$1500 for QOTL 1, 80% of all assignments completed and 80% of an online course,
  - 25 hours special rate QOTL2, video summarizing at least 3 artifacts
- Curriculum Development for QOTLs (District DEAC Project)
- ZTC Summer Trainings & Engagement
- Microcourses
- Regular and Substantive Interaction
  - This is especially important that all new faculty take this course, regardless of modality they teach in.
  - \$300 stipend, discussion boards, quiz

## 5. Committee Updates

- Division Updates
  - OER/ZTC funding provided opportunity for summer trainings re: licensing, how to adopt resources. 20 people completed these trainings (in different modalities)
  - Kinesiology
    - AI
      - Tools that check for student understanding of materials without them using AI
      - OTC - Donna how AI could be used by faculty to create course content
    - If you use Grammarly or ChatGPT, do you have to cite the tool
      - These discussions are happening at District Teaching and Learning
    - False Enrollments and how to deal with census
  - CASS
    - Shelly - Continued conversation around RSI for hybrid. Required in-person trainings and asynchronous online
- Academic Senate (CTL & Curr.)

- First meeting two weeks ago. Goals of senate for 2024-2025. Number of DE items. Jennifer will come back with any related DE priorities to this body.
  - Faculty Handbook Update
  - District DEAC
- 6. State Updates
  - @ONE
    - Staffing
    - Courses
      - New Courses
      - Course Updates/Revisions
      - Webinars
        - Fall Webinars coming soon
  - DECO
    - US Department of Education
      - Notice of Proposed Regulation that may impact DE
        - Proposed language around taking “attendance” in online courses
        - Proposed institutions using clock hour financial aid
        - Collecting
  - POCR
    - Delayed due to time
  - Accreditation
    - Fall is when the Accreditation team will be on campus
    - We are collecting evidence now about delivery methods match in DE and in-person. RSI is very key.
    - Title V requires faculty have the training to teach online
    - Recency policy requires new training every three years.
    - First draft is due in December
    - In Spring final draft will be created.
    - Will go to board by December 2025
    - Sent to Accreditation Committee in Spring 2026
    - May want to revisit some of our policies
    - Appendix includes examples, what does evidence look like in courses.

## 7. Agenda Items for Future Meetings

- Planning for 2024-25
- Handbook for Online and Hybrid Teaching 2024-2025
- DE Addendum

- DE Plan 2024-2027
- Training Recency policy

**Next Meeting:**

- Date of the Next Meeting: Wednesday, October 2, 2024

**Summary Prepared by**

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

Jennifer Van Sijll to Everyone (Mar 6, 2024, 1:01 PM)

Top 3: Search Tool - Atomic; Peer Review - Feedback Fruits; Sharing Collaboration - Hypothesis

Laura Woltag to Everyone (Mar 6, 2024, 12:59 PM)

Hypothesis (also, Canada and Skyline English folks use and like this!), Ungrading grade book, Feedback Fruits

Paul Hankamp to Everyone (Mar 6, 2024, 12:59 PM)

voice thread