

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 Eyestone (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 how it could 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 Sijl 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