

CSM Distance Education Advisory Committee Meeting Summary

Wednesday, February 5, 2025 12:00 p.m. to 1:00 p.m.,

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

[Meeting Slides for February 5, 2025](#)

Members Present: 16


Diana Bennett (Creative Arts & Social Science, Tarana Chapple (ASLT, Dean), Lydia Chen (Counseling), Atheena Haniff-Martinez (Counseling), Paul Hankamp (Math & Science), Jennifer Howze-Owens (Tri-Chair), Susan Khan (ASLT/PD Coordinator), Donna McCabe (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), Jeramy Wallace (Curriculum Committee), Doug Williams (Kinesiology),

Not Present: Lena Feinman (Math & Science), Sebrianne Ferguson (ITS), Mike Schmidt (Kinesiology), Carol Newkirk-Sakaguchi (DSPS), Finausina Tovo (ASLT), Lilya Vorobey (Business/Technology), Laura Woltag (Language Arts)

Guests Present: None

Agenda Items Discussed:

1. Review and Approve Agenda
 - Erica went over the proposed agenda
 - Approved by Shelly, second by Hellen
2. Review and Approve Meeting Summary from December 2024
 - Approved meeting summary for December 2024 moved by Shelly, seconded by Doug
3. [Accreditation \(SRI Rubric\)](#) and Updates
 - Breakout Rooms on [Regular Interaction Criteria \(A&B\)](#)
 - In December, we did a crosswalk between ACCJC policy and CSM Policy on RSI
 - ACCJC rubric is similar to OEI-CVC rubric, which many of us already familiar with
 - Donna: good news is that if we are already meeting the OEI-CVC rubric, that many of us are already meeting the initial if not developed on the ACCJC rubric
 - You may have seen the criteria in other guises.
 - ACCJC rubric is not addressing accessibility issues. ACCJC rubric includes more about group discussions than OEI-CVC
 - We are hoping to get some examples from DEAC today

- How can we get instructors teaching online to use the ACCJC Rubric to assess their courses?
 - How do we get courses to align with the ACCJC Rubric
 - How do we identify 5-50 courses that are aligned by Fall 2025.
 - We don't know if we can deliver courses to the review team or if it will be randomly selected.
 - Conversation about how to document Inbox messages, etc that would not be available to reviewers.
 - Pronto is working with ACCJC to help pull reports that would help document feedback. Pronto lets you push out announcements, and you now can see who has read the message.
4. Professional Development
- QOTL Level 1 & 2 (Spring 2025)
 - Regular and Substantive Interaction
5. 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.)
 - Donna, Jennifer, Erica will be presenting ACCJC rubric to Senate
 - District DEAC
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6. State Updates
- DE Coordinator Updates (DECO)
 - New OEI/CVC Rubric coming out in Fall 2025
 - New  Revised Version - Faculty Handbook for Online & Hybrid Education
7. Agenda Items for Future Meetings
- Planning for 2024-25
 - [Accreditation \(SRI Rubric\)](#) | Policy Crosswalk
 - DE Plan 2024-2027
 - Training Recency policy
 - OER vs. Inclusive Access

Next Meeting:

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

Summary Prepared by

- Donna Eyestone and Erica Reynolds on February 5, 2025.

Jennifer Van Sjill's Engagement Section of her Syllabus

Engagement

Student>Student>Instructor>Student Engagement

Communication

1. Office Hours: You can drop in anytime during our weekly hour-long time Zoom office hour. Bring your assignment and reading questions. If you are doing a group assignment, invite your partner.
2. Email and Telephonic Communication: If you need assignment assistance or feedback before the next office hour, don't hesitate to email me at vansijllj@smccd.edu. I can usually respond within 48 hours. If it's an emergency, please call me at 650-759-0641.
3. Announcements: You will receive timely announcements via your college email of important course information. Please read them as they most often cover information regarding deadlines and extensions or provide answers to student questions regarding final grade calculation and so on.
4. Students can communicate with each other through Weekly Discussions Forums, Rolling Semester-Long Community Discussion Forums, our Cyber Cafe, Group Projects and Office Hours.
5. Student Cyber Cafe is a portal open throughout the semester. It is open to all students to post questions to fellow students. This is not graded. It is open for student-to-student communication only.

Instructor > Student Content Feedback

1. Instructor provides Written Feedback on Discussions and Essays,
2. Grades assignments and Posts on Canvas and
3. Hosts weekly Zoom office hours

Student-to-Student and Community Engagement

1. You'll receive reviews of your work written by your fellow students
2. You'll write Peer Reviews on your fellow students' work
3. Community Rolling Forum: is available to upload your reviews of your favorite films.
4. Group Project: Students can opt for a group project where students are paired for an optional Bonus Points assignment (Students can also work individually if preferred)
5. Cyber Cafe: This is an online discussion forum where students can interact. It's open throughout the semester.

Student Content and Modality Choices

1. Content Choice: For many assignments you can choose the film you will be reviewing or recommending to fellow students.
2. Format Choices: For the Final Essay assignment you have option of submitting your essay as as an written traditional essay, video or PowerPoint.
3. Choice of Bonus Points Assignments: There are three Bonus Points Assignments available. They include group and individual assignments as well as different submission modalities such as the traditional written review, PowerPoints and videos.

Students can opt to do all the Bonus Points assignments available or select among the three options. None are required.