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# Distance Education Committee Meeting Minutes

February 22, 2022

Submitted by Pat James & Tejal Naik

Attending: Tejal Naik, Eugenio Canoy, Nasreen Rahim, Leslie Williams, Ly-Huong Pham, Maureen Adamski, Raquel Rojas, Robin Hahn, Patricia James, Hanh Deng, Matais Pouncil.

A. Call to Order: 3:05 pm

B. Additions to the Agenda:

Nasreen Rahim moved to adopt the agenda. Maureen Adamski seconds.

Additions Requested:

- Canvas Studio status
- Self-Assessment Form Outline
- Hyflex

Nasreen Rahim moved to approve the agenda as amended. Maureen Adamski seconds to approve as amended.

C. Minutes

Minutes of 2/8/02

Tejal Naik asked for corrections or changes: Hearing none, Nasreen moves to approve with Eugenio seconds.

D. Public Comments:

None

E. Information/Discussion Items

- Report of synchronous workgroup: Tejal Naik walked through the report: We need to add minutes of the group to this item. There was a discussion requesting feedback about some of the definitions that were revised regarding the modality for teaching online and teaching zoom at the same time. Issues discussed:
  - We will need a method for explaining how synchronous training can be done in a variety of modalities.
  - We need to know how we will handle test proctoring.
- Canvas Update: None
- Pronto communication tool: We will have some information about this in March PDD
- Canvas Studio may not be funded by CVC OEI any longer and we may need to purchase it as a college or district. It is unknown right now as to how much it will cost but we need to lobby for buying it. One important reason for purchasing is that accreditation is coming up

and accessibility is important to gaining a clear report. Canvas Studio captioning solution is excellent. It's embedded quiz feature is very useful, beneficial to students.

#### Other Discussion Items:

- DE Committee Website: We need to determine what we want on our DE Website.
- Canvas Studio: (Added item) Studio may not be funded by CVC OEI any longer and we may need to purchase it as a college or district. It is unknown right now as to how much it will cost but we need to lobby for buying it. One important reason for purchasing is that accreditation is coming up and accessibility is important to gaining a clear report. Canvas Studio captioning solution is excellent. It was reiterated that Studio is needed at both campuses and that steps be taken to recommend the district purchase it.
- Online Self-Assessment Form (Microsoft sheets) (added item)
  - A quick conversation ensued about having used the form in test mode
  - Add an option to the questions 24/25 add NA make sure branching is happening
  - Every question needs to be answered. Put note to that effect at the top
  - Add link to the question about the CVC Exchange
  - Pat will work the regulations document into the letter

#### F. Action Items

- Approval of letter that accompanies self-assessment form: Maureen Adamski moves to approve and Nasreen Rahim seconded. The motion carried.
- DE Addendum that will be sent for inclusion in Curricunet: Tejal Naik again reviewed the document for the committee. Nasreen Rahim moved to approve, and Eugenio seconded. The motion carried.
- Brown Act need to approve online meetings for March: Pat James moved to approve Zoom meetings for March, Nasreen Rahim seconded. The motion carried.

#### G. Recognition and Announcements

#### H. Adjournment:

Eugenio moved to approve adjournment at 4:38 p.m.

# Distance Education Committee Meeting Minutes

February 8, 2022, held remotely via Zoom

Submitted by Pat James

Attending: Tejal Naik, Celso Batalha, Eugenio Canoy, Nasreen Rahim, Binh Vo, Leslie Williams, Ly-Huong Pham, Maureen Adamski, Raquel Rojas, Robbie Kunkel, Robin Hahn, Sara Jacome-Thompson, Vicki Brewster, Patricia James, Matais Pouncil.

- A. Call to Order: 3:05 PM
- B. Adoption/Approval of Agenda:
  - a. Maureen Adamski moved to approve without changes
- C. Approval of Minutes (12/14/21)
  - a. Motion to approve: Viki Brewster, 2nd by Eugenio Canoy
  - b. Approved as corrected
- D. Public Comments (3 min per person)
  - a. None
- E. Information/Discussion Items
  - a. BP on DE, RSI: Tejal Naik reported that BPs on DE and RSI were sent to Audrey Blumeneau over at SJC for review and approval.
  - b. Subcommittee for Synchronous Modality: Tejal Naik reviewed the subcommittee's working document for the addendum and described each item.
    - i. Asynchronous delivery (Canvas)
    - ii. Synchronous delivery (Zoom)
    - iii. Asynchronous Hybrid: Asynchronous/on-campus hybrid
    - iv. Synchronous Hybrid: Synchronous/on-campus hybrid
    - v. Online Blend: Synchronous/Asynchronous
    - vi. Hyflex: Synchronous/Asynchronous/on-campus hybrid
      - 1. Questions were addressed and a discussion ensued about the hyflex modality that include:
        - a. defining the "hyflex" modality,
        - b. calculating faculty load,
        - c. broadcast synchronous delivery in Zoom,
        - d. asynchronous delivery in Canvas,
        - e. implications for union involvement,
        - f. "hyflex" is considered a form of DE and subject to all compliance issues (accessibility, RSI, etc.),
        - g. requirement regarding attendance tracking and proper modality coding.
        - h. [Posted resource re: hyflex](#)

- vii. Since the Fall schedule goes out in April, the addendum must be sent to the curriculum committee by Feb. 15.
  - viii. More discussion about the hyflex modality is needed. The DE Committee determined via discussion the addendum form should be completed without the addition of the hyflex modality until the modality could be clearly defined and the subsequent infrastructure and training needs be identified. The members of the subcommittee will research how other colleges are implementing the hyflex modality while the current work on the addendum revision be completed without including hyflex.
  - ix. Addendum changes by Feb. 15, to CC for approval asap without hyflex.
- F. Synchronous Delivery Workgroup to plan the infrastructure and training for synchronous instruction will be implemented. Members of the Workgroup: Tejal Naik, Eugenio Canoy, Patricia James, Nasreen Rahim and Vicki Brewster as a resource.
- G. Self-Reflection form: Tejal Naik reviewed the form and letter for faculty teaching distance education. The timeline of Feb 28th for distribution and return to Tejal by March 14 as evidence of meeting accreditation compliance issues. Tejal will then summarize the results and present it to the DE committee. It was decided to replace the “no punitive action will be taken” statement with more positive language. Tejal Naik will post materials on the TEAM site as revised. Tejal then reviewed the accessibility checklist that will accompany the survey. Pat James will link the checklist items to the [@ONE Canvas course](#) that is a resource for POOCR. Tejal will bring form, letter, and revised checklist back as an action item at the 2/22 meeting.
- H. Canvas Updates: Nothing major to report. Nasreen Rahim requested that LTI information should be added to the regular updates as they become available.
- I. DE Handbook Revision: the revision is currently a work in progress. A subcommittee is currently mostly working on it offline in Google docs.
- J. Brown Act remote meeting requirement: Vicki Brewster made a motion to meet on Zoom on Feb. 22nd and it was approved as such.
- K. Announcement: Training will be available for Language arts faculty. Invitation for the training will go out to the faculty teaching in Cedro Building.
- Cedro Classroom Tech Training
- Monday, Feb 7, 2:00 PM – 3:00 PM in Classroom C-207
  - Tuesday, Feb 8, 9:30 AM – 10:30 AM in Classroom C-101C
  - Friday, Feb 11, 10:00AM – 11:00 AM in Classroom C-209
- L. Adjournment: Eugenio Canoy moved to adjourn the meeting at 4:34

Next DE meeting: 2/22/2022

## Evergreen Valley College Distance Education Committee Minutes of November 23, 2021

Attending: Tejal Naik, Eugenio Canoy, Robbie Kunkel, Hanh Deng, Celso Batalha, Leslie Williams, Ly Pham, Maureen Adamski, Robin Hahn, Nasreen Rahim, Raquel Rojas, Pat James, Margaret Hamza, Matais Pouncil

- A. Call to Order
  1. by Tejal Naik at 3:03
- B. Adoption/Approval of Agenda
  1. Ly Pham moves to approve
  2. Seconded by Eugenio Canoy
  3. Agenda is approved by vote
- C. Approval of Minutes (11/9/2021)
  1. Approved as corrected
    - Maureen Adamski
    - Nasreen seconded
- D. Public Comments (3 min per person): NA
- E. Information Items
  1. DE committee membership – new positions approved by the AS
    - 4 vacant new positions: Associated Student position, Associate Faculty position, Administrator-at-Large position, and Classified Professional position
    - Tejal will reach out to ASG, and others to recruit membership
  2. Self-Evaluation:
  3. DE Modalities: Steven Mentor asked this to be put on the DE Committee agenda – he’s hearing from faculty about online synchronous modality and would like that to be included in the possible modalities. President Gilkerson requested a hold on this modality. Nasreen presented to the union about EDIT-15 and other preparations for synchronous online, in order for faculty to have quality teaching in this modality. Synchronous-hybrid instruction is also currently disallowed. Some understanding that faculty are interested in the continuation of the synchronous modality. But what do students want? Some shared that synchronous online worked well for dual enrollment. Others shared that what data used is important; if we can truly prove it is effective, then how do we open it up? Perhaps begin with a synchronous/asynchronous hybrid. A plan and processes would need to be created in order to move forward. Rules and guidelines for asynch-synch need to be established and communicated. Faculty shared that a family member is in synch and asynch courses and is doing well, the data shows students are doing well. That said, is the learning being retained? And, in contrast, how much learning is being retained in F2F and/or asynchronous modalities? Faculty need training in active learning. Faculty survey has been completed. Students have not been surveyed. Training should be ongoing. If we provide the survey to ESL students, the survey would need to be in the language. Hy-Flex training being offered at SJCC on intersession and EVC could be included in the training, which is what has traditionally occurred with the colleges in sharing training resources/workshops. Work with the AS to define what needs to occur to make synchronous instruction available as an instructional modality in the future. AS is the approving body while the DEC is the recommending body.
    - Put this on action item for next meeting – Ly – find out from the AS what has triggered this request – Nasreen – create a subcommittee to meet with the AS and work on a plan; Tejal – move forward with a subcommittee and engage with AS, create a plan with data, that potentially includes a pilot – Leslie – need to engage students
    - Eugenio puts forth a motion, seconded by Nasreen, to create a plan/process for subcommittee to review synchronous instruction

- Motion approves by acclimation
- 4. BP for RSI – do this offline on a google doc and review by end of next week
  -
- F. Action Items
  1. BP for RSI goes for review and approval on google docs – approved
  2. BP for DE approved by acclimation
  3. Brown Act – Maureen motions, Nasreen seconds to meet online for December; approved by acclimation
  4. Request for volunteers for DE Handbook, and DE Strategic Plan for spring 2022:
    - Pat, Nasreen, Robbie, Tejal, Raquel
- G. Recognition and Announcements –
  1. Sara is stepping back from being a voting member
  2. Three new POCR members: Leslie, Renee and Martin – Congrats!!
- H. Adjournment
  1. Nasreen moves to adjourn with a second from Leslie at 4:34; approved by acclimation

## Evergreen Valley College Distance Education Committee Minutes of November 9, 2021

Attending: Tejal Naik, Eugenio Canoy, Robbie Kunkel, Al Gonzalez, Binh Vo, Celso Batalha, David Eisenberg, Hanh Deng, Leslie Williams, Ly Pham, Maureen Adamski, Raquel Rojas, Robin Hahn, Nasreen Rahim, Patricia Tirado, Vicki Brewster, Sara Jacome-Thompson, Steven Mentor

- A. Call to Order
  1. by Tejal Naik at 3:04
- B. Adoption/Approval of Agenda
  1. Nasreen Rahim moves to approve
  2. Seconded by Ly Pham
- C. Approval of Minutes (10/26/21)
  1. Approved as corrected
    - Vicki Brewster moved to approve
    - Eugenio Canoy seconded
- D. Public Comments (3 min per person): Al Gonzalez came in late but asked about Labster cost and continuation of the use of the tools. Tejal Naik will check and get back to him.
- E. Information Items
  1. DE committee on Microsoft Team
    - Tejal Naik reported and showed that all members are in TEAMS and showed how to get to the TEAMS App. Tejal Naik requested input on the organization of the DE Committee Space
      - Eugenio Canoy showed where Accreditation documents are in TEAMS and showed the committee the 2021 accreditation guide. The DE information is in the document and Tejal Naik asked us all to review the document for the next meeting when it will come back as a discussion item. Members can upload documents to the Team space. Tejal Naik will put in a channel for agendas and minutes that will have the semester in the title of the agenda item.
  2. DE webpage to be updated.
    - Tejal Naik showed the current web page and discussed how the page was going to change
      - She suggested putting the committee members' names on the page
      - Discussion ensued regarding the audience for the DE Committee site. Eugenio Canoy suggested that we be clearer about what information is presented there and make it more comprehensive regarding what the committee does.
      - This will be moved to discussion for the next meeting.
  3. EVC is now a home college on CVC (California virtual campus)- Nasreen Rahim.
    - In the next meeting we can be listed on the CVC-OEI website that we are a Home College along with SJCC. More information will be given next meeting.
  4. All Committee chair meeting – ISER (Institutional Self-Evaluation report).
    - First committee chair meeting last week. We will need to provide evidence of student authentication.
    - Notes were made in the TEAMS accreditation space. Proctorio is still in use along with Secure Canvas log in and password. We also have a TEAMS record for this information. We have an academic integrity policy in the orientation module for courses and creating the policy is taught in the certification course for online teaching. We also use Canvas e-portfolio. So far, we need a self-evaluation report for the standards for the ISER in all areas. We are just being asked what we are doing now. The final report is due at the end of 2022. TEJAL NAIK will send out draft answer of current request.

- Comment on the ISER as soon as possible after the document is sent out by Tejal Naik
5. DE membership at AS
    - Academic suggestion about membership to not have an issue about quorum; Tejal Naik showed current and suggested membership.
    - Dean Kunkel said that the reason for the membership was to ensure that the information gets effectively back to the division. We added an “at large” position for faculty and one for an administrator along with adding 2 positions per division. We could change the original idea to 1 from each division but keep the four additional ideas for the at large membership addition. We also added a CTSS member so there are 5 additional and 1 person from each division. We could change at large by allocating 1 position to large divisions who might need more representation. We managed to get it down from 24 to 17.
- F. Discussion Items
1. DE committee membership (see above).
  2. Discussion – Board Policy for Distance Education
    - Draft is available and Tejal Naik requested we look at it carefully and offer comments for next meeting. The document has been emailed and is in the TEAMS site we should have comments in TEAMS
  3. Document on RSI for all faculty (AS request) – we need volunteers for a workgroup. Senate requested RSI description from the DE Committee. Pat James and Nasreen Rahim will send the language in the EDIT 22 that describes RSI to Tejal Naik who will send it out to the committee
- G. Action Items
1. DE committee membership:
    - Question: Will 17 members requested be the request. (adding 5 positions, at large for faculty, at large for administration, adjunct, past coordinator and CTSS position.
      - Eugenio Canoy made a motion to approve the 17-member allocation. Motion to approve.
        - ◆ Vicki Brewster seconded.
        - ◆ Motion passed. Tejal Naik will take the proposal back to the senate.
  2. SA form: Comments about question about the DE committee. “Are you interested in learning more about or participating in the DE Committee?”, should be added to the form.
    - Viki Brewster moved to pass as amended
    - Sara Jacome-Thompson seconded the motion
    - The motion carried by acclamation
- H. Recognition and Announcements
- I. Adjournment
1. Pat James moves to adjourn with a second from Eugenio Canoy at 4:36

# Evergreen Valley College Distance Education Committee

## Minutes of October 26, 2021

Attending: Tejal Naik, Eugenio Canoy, Robbie Kunkel, Sara Jacome-Thompson, Binh Vo, Celso Batalha, Hanh Deng, Leslie Williams, Maureen Adamski, Nasreen Rahim, Patricia Tirado, Vicki Brewster, Patricia James, Robin Hahn, Ly-Huong Pham, Jose Sanchez, Bianca Lopez, Kelly Nguyen-Jardin, Joshua Kas-Osaka, Binh Vo, Herrera Antoinette, Al Gonzalez, Charlie Kahn,

- A. Call to Order at 3:00 by Tejal
- B. Adoption/Approval of Agenda
- C. Approval of Minutes (10/12/21)
  1. Minutes approved as corrected
    - Pat approved the minutes as corrected
    - Maureen seconded
- D. Public Comments (3 min per person)
  1. No public comments
- E. Information Items
  1. DE Chair Report
    - Reports on Senate reaction to the proposed approval of additional members:
      - Senate suggested that there may be too many proposed members of the DE Committee to easily get quorum.
        - ◆ The item will be brought back to senate after the DE Committee discusses the matter.
        - ◆ Information: Current membership is 13 and we were asking for 24.
        - ◆ A discussion ensued regarding quorum. Most committees have 16 members. Options discussed having 2 from each division but only one voting member. Division representatives determine who votes. Other committees have non-voting members
        - ◆ Vote on having non-voting members for the DE Committee will be brought back as an action item to the DE committee next meeting.
    - Item: Peer Online Course Review (POCR): (Each POCR member needs to attend two norming sessions per year with Helen Graves of CVC-OEI

- Tejal will send a notice to POCR members
  - ◆ Discussed: Should POCR members have to ask permission to be excused from other meetings. All recordings are on the website and links will be sent to POCR members as well. Generally, the recording will not suffice for replacement of attendance at the norming sessions. Tejal will check with Helen for special circumstances such as having an on-campus to teach at the time of the sessions.
  - ◆ Next Sessions: Wednesday 1/19/22 10 am-noon; Tuesday 5/17/22 same time.

## 2. Canvas Update

- New changes to Canvas
  - Split screen for Navigation menu
  - Immersive reader is now available in assignments and Syllabus pages
  - Submission status is now in speed grader
  - Search function in grade book is now by assignment name as well as dates
  - Notification customizations can be done at course level rather than global level
  - Accessibility checker shows notifications; The “Popetech” accessibility guide is better.

## F. Discussion Items

1. DE committee membership. This discussion included the information under the DE Coordinator’s report above in the minutes. Several ideas came up about how to be sure we reach a larger college population as DE has grown considerably since the pandemic closures.
2. Accreditation Self-Reflection Assessment for online and hybrid courses form input and timeline: It was discussed that the timeline should be extended to two weeks into the Spring Semester to administer; the purpose of the asses. Will send the form out to the committee for feedback. Form will be an action item for next meeting.
3. Additional discussion regarding DE Committee membership expansion: The question about the need for CTSS campus representation on the DE Committee was raised.

- CTSS is represented on the DE Committee meeting as an assistance role but could become a member with voting rights. It was recommended that CTSS has formal representation. Eugenio requested members visit the Microsoft Teams workspace to become familiar with it as information in the Canvas shell that houses DE Committee documentation is being moved to Teams. CTSS is working on a process for who may establish groups in Teams. Dean Kunkel wants to start a Team site for approved DE Faculty but cannot initiate it herself.

G. Recognition and Announcements

1. Tejal, Robbie and Nasreen sent request for a full time DE Coordinator to the Faculty prioritization committee.

H. Adjournment: Eugenio moves to adjourn at 4:30pm

## Minutes of October 12, 2021, Distance Education Committee Meeting

Held via Zoom

- A. Call to Order at 3:06 by the DE Coordinator, Tejal Desai-Naik
  - a. Attending: Tejal Desai-Naik, Leslie Williams, Nasreen Rahim, Robbie Kunkel, Vicki Brewster, Hanh Deng, Ly-Huong Pham, Robin Hahn, Maureen Adamski, Sara Jacome-Thompson, Pat James, Raquel Rojas  
Guest: Matais Pouncil, Tammeil Gilkerson
- B. Change Agenda, adding item F3
  - a. Nasreen Rahim
- C. Adoption/Approval of Agenda
  - a. Approved by: Nasreen Rahim
  - b. 2nd: Vicki Brewster
- D. Approval of Minutes (9/28/21) as corrected:
  - a. Approved by: Vicki Brewster
  - b. 2nd: Nasreen Rahim
- E. Public Comments (3 min per person)
  - a. No public comments
- F. Information Items
  - a. Proposal for membership and POCR approval budget was presented to the Academic Senate – increasing the size of the DEC by 12 new members. Only AS approval is needed for this – it will be a discussion item for the next AS meeting. For the POCR budget, assist faculty for self-assessment; approve faculty – this needs to go to the budget committee
  - b. New modalities for spring – reduced from 6 to 3 modalities; asynchronous, face-to-face and hybrid Asyn/F2F only.
  - c. Only EDIT-22 and @ONE will suffice as preparing instructors for DE instruction. If faculty have been trained elsewhere, they can gain local DE-approval by working with one of the POCR members to review their online course and their preparation.
  - d. Instructors will need to be trained in order to teach ‘synchronously’ online; the curriculum is in EDIT-15.
  - e. Bootcamp training eligibility ends in Fall 2021; faculty will need to take EDIT-22 in order to qualify to teach asynchronously and another class for synchronous instruction, EDIT-15.
  - f. President Gilkerson asserts that synchronous and hybrid instruction is also distance education and that there are a lot of equity issues involved
  - g. Tejal: Hy-flex teaching this semester – already happening – getting students to interact with one another

## G. Discussion Items

- a. Self-Assessment process (subcommittee)
  - i. The SA subcommittee met and will be addressing the absence of board policy.
  - ii. Tejal displays the updated and proposed Self-assessment form – will send out and get feedback from the DEC. President Gilkerson shared that the terminology is Regular and Effective Contact, per Title V.
  - iii. Considering making two board policies – one defining what is DE and another defining regular and effective contact
  - iv. Subcommittee will create a process for the self-assessment form, to be distributed and collected in the spring 2022 semester and a workplan established for working with faculty.

## G. Discussion Items:

- b. NexusEdge –
  - i. President Gilkerson: How long will it be used? Tejal will inquire
  - ii. Raquel Rojas: Faculty wonder what NexusEdge does? How will faculty know about these new tools – up to faculty to disable it or do we want it to be hidden by default
  - iii. Maureen: NexusEdge should be hidden from students in Canvas
  - iv. Nasreen: faculty learn about it from DEC and go through training sessions
  - v. VOTE: disabled by default: Sara, Maureen, Raquel, Nasreen, Robin, Hanh
- c. DE Addendum/Supplement – updating the addendum needs to be completed every 5-6 years, according to the DE Handbook
  - i. Robbie – the earliest would be late spring 2022
  - ii. Vicki – the curriculum committee needs direct involvement in this process and it will take a while
  - iii. Tammeil – this committee needs to have done good research about adding synchronous instruction back to the possible modalities, federal regulations and Title V regulations, looking at data – asking questions about equity, having faculty think about it – it elevates our thought processes in consideration of synchronous instruction
- d. Full-time DE Coordinator application in the faculty prioritization process – Nasreen asserts this is necessary. Vicki agrees that this is necessary in order to carry out the mission of the DEC; we have a lead in the state and it is time for us to put a full-time position in place for this work
  - i. Vicki – moves for a full-time DE Coordinator move from discussion to action –
    1. Nasreen seconds and makes a motion to move forward
    2. Sara seconds for the fulltime position
    3. VOTE: All in agreement

## H. New discussion item: Tammeil

- a. Connection with EDIT classes with OER – building a thoughtful connect with OER and helping faculty
- b. Pat – go to Canvas Commons – and look there for resources
- c. Nasreen – connect OER with the EDIT certificate
- d. Vicki – has the certificate been issued to anyone? Nasreen: this is the first semester, but hopefully in the spring, it will happen

I. Adjournment. Nasreen moved to adjourn the meeting and it was adjourned at 4:14.

## Minutes of Sept. 27, 2021, Distance Education Committee Meeting

Held via Zoom

- A. Call to Order at 3:06 by the new DE Coordinator, Tejal Desai-Naik
  - a. Attending: Tejal Desai-Naik, Leslie Williams, Nasreen Rahim, Robbie Kunkel, Vicki Brewster, Hanh Deng, Ly-Huong Pham, Maureen Adamski, Raquel Rojas, Robin Hahn, Sara Jacome-Thompson, Pat James
  - b. Comments of congratulations by committee members to Tejal on her appointment opened the meeting. Tejal expressed her gratitude for the support of the members.
- B. Adoption/Approval of Agenda
  - a. Approved by: Nasreen Rahim
  - b. 2nd: Ly-Hong Pham
- C. Approval of Minutes (9/14/21) as corrected:
  - a. Approved by: Vicki Brewster
  - b. 2nd: Nasreen Rahim
- D. Public Comments (3 min per person)
  - a. No public comments
- E. Information Items
  - a. A request was made by Dean Robbie Kunkle regarding accreditation team participation: If you are on the writing team, please infuse DE and equity in your accreditation narrative (please name the evidence and include location of file(s))
  - b. POCR norming Session was held on (9/21)
    - i. Next one will be held in January 2022
    - ii. Recording is on the local POCR site: [Recording](#) At the site, scroll down for the list of recordings
    - iii. A discussion surfaced that POCR reviewers are required to attend 2 per year to stay active. There were questions from the committee about the requirement and Nasreen will contact Helen Graves at @ONE to get clarification the requirement and send the clarification information to the POCR team via email.
- F. Discussion Items
  - a. Self-Assessment process (subcommittee)
    - i. Update Self-assessment form
    - ii. Create a process for faculty to use and submit the self - assessment form for regular and substantive interaction and accessibility to engage with the POCR team and DE chair to achieve compliance.
    - iii. Request for a committee to put the information and form together to bring back to the DE Committee starting with the Self-Assessment Checklist from the CVC OEI @ONE was made by Robbie. The idea is to provide faculty with a means to access their own online courses for compliance with REC/RSI, Accessibility, and

other compliance issues that are under faculty control within their courses. The faculty will also be asked to identify areas where they would like assistance in revising to attain full compliance and improve their courses to benefit students. The process will be focused on collaboration and assistance.

1. A conversation ensued regarding the idea of a checklist that faculty could use to self-assess their courses prior to accreditation and get individual support for assistance if needed. Suggestions were made by Ly and Pat, that the checklist just focus on the compliance issues and not the full list that stems from POCR and the course design rubric.
  2. Robbie read the last Accreditation recommendation regarding REC/RSI, which called out the need for EVC to improve their process to insure Regular Effective Contact happens in its online classes.
  3. Maureen: suggested we consider jurisdiction of who maintains compliance and the mission of the DE committee to offer faculty support with attaining compliance, however, ensuring compliance falls under the responsibility of the administration. The committee discussed and agreed that it should make a recommendation to the administration about the responsibility of the DE committee in the self-assessment process to assist faculty vs. the administrative responsibility to ensure and maintain compliance to both state and federal regulations.
  4. The self-assessment work group will bring process suggestions back to DE committee at 10/12 meeting.
    - a. Self-Assessment work group volunteers: Maureen Adamski, Pat James, Nasreen Rahim, Robbie Kunkle, Tejal Naik
- b. Update DE Strategic Plan (Subcommittee)
- i. Form a work group: Tabled until Spring 2022
- c. DE Membership Increase: The committee discussed putting together a proposal to the Academic Senate requesting that the senate approve an increase of the DE Committee membership. The justification for the request includes acknowledgement that online classes and increased enrollments over the last few years along with the addition of a robust peer online course review process (POCR). Many members of the DE committee are also serving as peer course reviewers. A list of the current representation and membership to include with a proposal will be proposed to the senate by Tejal at the next senate meeting. See attached list.
  - d. Vicki Brewster moves to approve the recommendation of the new configuration for the membership to the senate and Nasreen seconded the item.
  - e. Request for Volunteers: One member is needed to sit on Campus Technology Committee (CTC) and report back to DE committee: Leslie Williams volunteered and will serve in that role.
  - f. The DE Committee requests that the DE coordinator attend at ACCC committee as needed.
  - g. Tejal reported on a need for a POCR reviewer to review course currently awaiting review. Hanh Deng volunteered to serve. Nasreen reported that 5 faculty recently received badges for POCR approval and requested that Robbie and Tejal ask the Senate to support funding for POCR process.

- h. Recognition and Announcements: Tejal commended Nasreen for her years of work as DE Coordinator. There were no announcements.

G. Adjournment. Nasreen moved to adjourn the meeting and it was adjourned at 4:32.

**Evergreen Valley College  
Distance Education Committee  
Minutes  
Tuesday, September 14, 2021  
3:00 pm – 4:30 pm**

**Attendees:** Grace Estrada, Maureen Adamski, Nasreen Rahim, Hanh Deng, Ly-Huong Pham, Leslie Williams, Raquel Rojas, Tejal Naik, Manjit Kang, Pat James, Raquel Rojas, Vicki Brewster, Renee Albrecht, Robbie Kunkel,

**Guest:** Garry Johnson

**Absent with notification:** Robin Hahn, Sarah Jacome.

Meeting was called to order by dean Robbie Kunkel. The agenda was adopted by Vicki Brewster and seconded by Manjit Kang.

**Announcements**

**Election of new DE Coordinator:** Tejal Naik was elected and will begin serving after the Academic Senate approves her appointment at the AS meeting on September 21.

**Request for notetaker and backup to rotate each semester:** Pat James, notetaker; Robbie Kunkel, backup

**Request for new faculty members to join the DE Committee,** which will be formalized through the divisions

**Updates on OEI Exchange:** EDIT program now offered on the statewide course exchange; Nasreen reports many new students

**New Course Modality Descriptions:** over the summer, with shifts and changes in Covid restrictions, Nasreen and Robbie updated the course modality descriptions and added course locations

**New policy on DE instruction, ACCJC:** language changed to “regular and substantive interaction” – establishing a new board policy for RSI is recommended by the DEC for the district

**Accreditation request:** if you are a writer of standards I or II, please infuse DE and equity into your responses, using short narratives as a description; please include what could be used as evidence and where the file(s) are located

**2021-2022 List of Goals:**

1. Create and implement the faculty Self-Assessment process – this is about compliance with federal and state legislation and accreditation
2. Create new board policy for RSI
3. Create new method of
4. Update the DE plan
  - Articulate vision and mission statements, DEC membership requirements, Self-assessment processes, other
5. Update DE website – new college website will have professional development webpages that can be updated
6. Update DE Handbook
  - DE Handbook could be stored on a Canvas site (MiraCosta College does this)
7. Get ready for accreditation

Also need a student representative on this committee – contact ASG president

Split up into subcommittees to achieve the above

# Distance Education Committee Meeting Minutes

May 24, 2022

Submitted by Tejal Naik

## Attendance

Committee Members			
Tejal Naik (Chair)	X	Vicki Brewster	X
Maureen Adamski	X	Eugenio Canoy	
Celso Batalha		Shashi Naidu	
Hanh Deng	X	Robbie Kunkel	X
Robin Hahn	X	Matais Pouncil	X
Pat James			
Ly- Huong Pham	X		
Nasreen Rahim	X		
Raquel Rojas	X		
Leslie Williams			

Guests	
Di Liu	
Anthony Baskovitz (Honorlock)	
Eric Narveson	

A. Call to Order: 3:04 pm

B. Agenda:

Additions: Brown's rules – continue meeting on Zoom

Approve agenda: Maureen Adamski

Second: Ly- Huong Pham

C. Minutes: 5/10

Tabled until the next meeting; Approved by Hanh Deng, Seconded: Maureen Adamski

D. Public Comments:

None.

E. Action Items

1. Motion to continue meeting on Zoom – Ly-Huong Pham, Hanh Deng seconded.

F. Information/Discussion Items

- With Proctorio sunsetting on June 2022, the DE coordinators(both EVC and SJCC) along with ITSS Executive Director Rupinder Bhatia, are working on setting up a summer trial for Respondus proctoring software.
- ILP rollout's first run is scheduled for Summer
- Anthony Baskovitz gave an hour-long demo of Honorlock proctoring software. More Info can be found on [Honorlock website](#). DE committee had a short discussion on the pros and cons of the software. Some of the cons: like Proctorio, uses a chrome extension; does not work on iPad, tablets, or mobile devices. Two license levels – the lower level, costs \$10 per student, only includes AI (automated proctoring) to track and/or limit student activity during an exam via recording, and

flags unusual behavior that instructors can review afterwards to determine if cheating has occurred – again similar to Proctorio. Does not directly monitor secondary devices such as tablets, phones, or network traffic other than the computer the student is working on. The higher level of license provides live one on one proctoring, costs \$20 per student. Pros: Live proctors to help and assist students with the technology, search and destroy, identifies commonly found questions and helps instructors send takedown requests to the sites displaying their compromised questions. The committee felt that Honorlock may be given consideration if it is recommended by the Chancellors office. Currently, that is not the case.

- DE Addendum Update: Eric Narveson updated the DE committee on the DE addendum's progress. It is in the final stages - Expectation is that it will be on CurriQnet and ready June end, July first week. Faculty can go ahead and start modifying courses to include synchronous modalities at that time. Eric and Tejal will send out an email when the DE addendum is ready to use on CurriQnet.

G. Recognition and Announcements

H. Adjournment:

Meeting adjourned at 4:30 p.m.