Meeting Minutes

09/13/22
09/27/22
10/11/22
A. Call to Order: 3:04 pm

B. Agenda:
Additions: Public comments by Cynthia Burnham
Motion to Approve agenda: Vicki Brewster
Second: Nasreen Rahim

C. Minutes: 5/24
Corrections: minor corrections.
Motion to Approve minutes: Vicki Brewster
Second: Nasreen Rahim

D. Public Comments:
  
  Cynthia Burnham: An instructor was added to her WebAssign Canvas course by Susan Hasan (Cengage sales representative) and that course was shared with other San Jose State faculty. This was done without informing her and receiving consent. This is a violation of the instructor’s intellectual property rights, as well as FERPA since it was a live course and contained student records. Antionette and Robbie recommended escalating it with Cengage. Cynthia has reached out to Canvas admin and ITSS.

  Robin via chat: It sounds like Cengage may have something in their terms and conditions that we may not have noticed—allowing them this access?

  Nasreen: We need to look at the Terms and Conditions that ITSS has for adopting External tools. Both ITSS and DE Committee has been conservative about adopting External tools.

  Tejal: It is best practice to have course content (instructor created material) in Canvas and not on the external tool website. Canvas content cannot be copied by outside sources.

  Tejal will reach out to ITSS Executive Director Rupinder Bhatia to ensure it is escalated and that Cengage takes steps to address this.
E. Action Items

F. Information/Discussion Items

- William Silver gave a 18 minute presentation on Classifying and Scheduling online English 1A, 1B and 1C classes. Students are finding it difficult to find these classes in the schedule. He would like the DE committee to consider either changing the DE modality definition or set up a new modality. His presentation is attached for review.

- CVC-OEI Phase I: Tejal gave an update on EVC progress on becoming a Teaching college. Phase I – becoming a home college is complete. This puts the college on the exchange and allows our students to register for online classes at other colleges in the exchange. Phase II is to become a Teaching college. This is when students from other colleges can register for online course at EVC. I will have an update on Phase II timeline after my consortium meeting with CVC.

- Respondus Proctoring software rollout is going well. Tejal requested committee member to remind everyone in their division that if a faculty is reusing a Proctorio quiz or exam from last semester, then they need to disable Proctorio in that quiz/exam before launching Respondus lockdown browser. She also gave an update on weekly Respondus training webinars which can be found on the respondus website at: https://web.respondus.com/webinars/

- Canvas shells release timeline: ITSS requested DE committee to consider earlier release on request of one faculty. Shells available for faculty 6 weeks before term starts. Student enrollment pushed 2 weeks before term starts. Earlier release discussed. Committee feels this timeline is fine. Does not see any need for change. Canvas Admins can open shells earlier for one or two faculty that request it. Tejal will communicate this to ITSS.

- ILP rollout: Canvas and Self-service integration was launched after a trial run in summer. This integrated enrollments and section in self-service with Canvas. This also includes an LTI tool that will allow instructors to upload their grades in Canvas and have them automatically uploaded in self-service. More information to come in December.

- Process for DE Recertification
  If faculty do not complete 2 hours, then they cannot teach.
  Alternate Options to consider: Course demo of their canvas course reviewed by POCR faculty. if the faculty was evaluated on online course- that could count instead of 2 hours.
  Note: Recertification from Aug 2023 applies for all.
  Recertification cycle: To teach in Spring thru Fall 2024, They need to complete 2 hours between Jan 2023 and December 2023. Discussion will continue next meeting.

- Tabled until next meeting: Guidelines for assessments in DE courses
G. Recognition and Announcements
H. Adjournment:
   Meeting adjourned at 4:35 p.m.
Distance Education Committee Meeting Minutes  
September 27th, 2022  
Submitted by Tejal Naik and Pat James  

Attendance  

<table>
<thead>
<tr>
<th>Committee Members</th>
<th>Guests</th>
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<tr>
<td>Tejal Naik (Chair)</td>
<td>Steven Mentor</td>
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<td>Maggie Grover (Nurs)</td>
<td>Robert Gutierrez</td>
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<td>Celso Batalha (MSE)</td>
<td>Kelly Nguyen-Jardin</td>
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<td>Monica Galvan (Coun)</td>
<td>William Silver</td>
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<td>Robin Hahn (LA)</td>
<td>Bin Vo</td>
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<td>Pat James (At-large)</td>
<td>Guest (4084822088)</td>
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<td>Ly-Huong Pham (B&amp;W)</td>
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<td>Nasreen Rahim (Past DE Chair)</td>
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<td>Raquel Rojas (LA/LETC)</td>
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<td>Leslie Williams (SSHAPE)</td>
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A. Call to Order: 3:04 pm  

B. Agenda:  
  Vicki Brewster moved to approve  
  Second: Maggie Grover  
  Vote on Agenda: Approved unanimously  

C. Minutes: 9/13  
  Corrections: minor typos  
  Vickie Brewster moved to approve as corrected  
  Second: Monica Galvan  
  Motion carried unanimously  

D. Public Comments:  
  Steven Mentor: When asked about their familiarity and ease with using EVC Wi-Fi, majority of the students in his class said they had trouble getting on to the Wi-Fi easily. Part of the issue might be the SSO. He has asked ASG to investigate it. This is something that CTC will also be looking into this semester.  

E. Action Items  
  None  

F. Information/Discussion Items  
  - DE Program Review:  
    The IEC chair, Fahmida Fakhruddin, requested that DE program review be completed. The DE Chair will be attending a training session with Fahmida on completing the program review. Tejal Naik will be reaching out to the DE
Committee members for their input and information as needed to complete the review.

- Report from DE Chair regarding the process for DE certification:
The DEC approved the following DE recertification requirement: Faculty members need to participate in at least 2 hours of DE related activities every year. See attached document for details and examples of activities that qualify. There are multiple reasons for this:
  i. Title 5 requires that college ensure that instructors be prepared to teach in DE modality and college provide training and professional development activities relate to DE instruction.
  ii. Technology and methods of instruction in DE change rapidly and the recertification requirement is a way for faculty to stay on top of these changes and best practices in DE.

b. Tejal presented this at the Academic Senate and there was some discussion. While there were no objections to the number of hours, there was a question on whether this could be a recommendation rather than a requirement. There were also question regarding the process – how would records be maintained? Who would maintain them?

c. Tejal Naik noted that in the past, we had a Google form that fed into a spreadsheet that was housed in the Innovation in Online Teaching and Learning (IOTL) course shell. For the last two semesters, Tejal Naik has been updating the spreadsheet and then she emails the Deans with the updates. She is willing to continue to do this and add the Google form to the IOTL course that faculty would fill out with documentation regarding the two hours.

d. VP Pouncil noted that the DE Committee, which is a subcommittee of the Academic Senate, has made the determination about where the certification list will be housed. So, are we going to take it to the Academic Senate just as an information item, or we take it there for approval? Because he just didn’t want us to set a precedent for taking things unnecessarily to our colleagues on a decision that this community and body is fully capable of making.

e. Tejal Naik noted that this was a good point. In the past what she has seen is that DE committee makes recommendations to the Senate and the Senate discusses and approves the recommendation from the DE Committee, which is a knowledgeable body that has been entrusted, by the Senate, with the development of policies for DE at the college.

f. Ly Hong Pham inquired about the process that if Tejal Naik puts the form in the IOTL course. Who would maintain it and who would have access to the list?

g. Tejal Naik noted that last semester, in our discussion, it was agreed that she would maintain the list. It is housed in the DEC SharePoint and DE committee has access to it (The Deans do not). In the last year, she has
been sending the Deans the updated list of DE certification at the end of every semester. We haven’t established a process for maintaining certification; the assumption is that a similar process would be used. San Jose City college used a form in Canvas to maintain records.

h. The following other concerns about recertification were raised:

1. What happens if faculty do not complete recertification, and will there be alternatives available or is it that they cannot teach DE until recertification is completed and who will be responsible for enforcing the requirement? Could passing a current Peer Online Course Review (POCR) be an alternative?

2. There is a discrepancy between the availability of the SJCC full-time DE Coordinator to do this extra work and that of the EVC Coordinator having less time. It was suggested that the DE Coordinator at EVC if not full-time could receive admin support.

3. Timelines must be clear to allow for a clear scheduling process. A recommendation emerged that is because the schedules are done early, that is the Deans must give their schedule to the scheduling department by the end of the second week of the semester, it should be noted that to teach for summer and fall, that the certification be done by end of intersession and to teach in spring and intersession the hours be completed by end of summer.

4. There definitely should be an established cycle.

5. EDIT 015 and EDIT 028 when successfully completed do fulfill the recertification process as well as certification for teaching synchronously online.

6. Faculty must be fully informed.

Guidelines for assessments in DE courses: A discussion was held on this topic. Currently our DE handbook requires that in online courses at least 30% of the exams by weigh must be proctored. There are many other options available now such as authentic assessments. In our discussion last spring, the committee felt that we should come up with guidelines for assessment and not a requirement, and that these guidelines would be more of an umbrella rather than actual specifications and the division and department would determine exactly how the online assessments for a particular course should be. So I was thinking we could do a little bit of homework. If you all can bring back how your division and department would like to do assessments in online course offerings – what would work best for your particular division/department/course. That would give us a place to start with division having discussions and then bring the results to the DE
Committee

- Modality designation English 001A/ 001B/ 001C
  Tejal gave the background on how English courses were designated as fully online before the new modalities since the pandemic. Now under the new definitions these courses are classified as hybrid since they have a required meeting on campus.
  
  a. Professor William Silver presented his concerns on students having a hard time finding these courses because of the hybrid designation and recommended two possible solutions: Change the modality designation or add a new modality.
  
  b. There were a few questions regarding clarification of the modality definitions. A heated discussion ensued in which Title 5 requirements were discussed and the need for new modality designation. The committee does not recommend changing the modality designation for these English courses as that would cause problems when courses go on the exchange.
  
  c. Given the urgency, adding a new modality is also not possible as that is a long process that needs to go through the curriculum committee. Tejal Naik observed that the problems seems to be that the students are not able to find the English courses. One solution is to put a little note at the top of the schedule that remind the student that these three English courses can be found under hybrid. Alternatively, the requirement to come to campus be prominent in the course notes in the schedule.
    
    i. It was suggested that we change the blurb description for these courses to say something like the following example, “Hybrid course with only one in-person meeting of a proctored exam which will be on Friday, December 9th, 2022 from 9:40 AM to 11:40 AM.” The Committee members unanimously agreed. Tejal Naik will send an email to the scheduling department with this request.

- Policies for Synchronous Courses:
  Tabled until the next meeting

G. Recognition and Announcements
   None

H. Adjournment:
   Motion to adjourn: Nasreen Rahim
   Meeting adjourned at 4:35 pm
A. Call to Order
   a. 3:02 pm in Zoom by DE Committee Chairperson Tejal Naik

B. Adoption/Approval of Agenda
   a. Nasreen Rahim
   b. Vicki Brewster.
   c. Approved by acclamation

C. Approval of Minutes (9/27/22) Tabled while Tejal Naik/Pat James reviews them.
   a. Motion made by Vicki Brewster
   b. Seconded Margaret Grover
   c. Moved by acclamation

D. Public Comments (3 min per person)
   a. None were requested

E. Action Items
   a. Meeting format/place was considered under Brown Act for the months of October 2022 through November 2022
      i. Motion was made by Pat James that the DEC committee Meet on Zoom for both October and November 2022
      ii. Ly Pham seconded
      iii. Moved by acclamation

F. Information & Discussion Items:
   a. DE Recertification was discussed by the full DE Committee:
      a. The topic of faculty being required to recertify their online teaching skills based on a set timeline was tabled at the EVC Academic Senate meeting due to the SHAPE division requesting that recertification be a DE
Committee recommendation rather than a requirement. A discussion on the topic ensued as follows:

i. Clarification that members of the SHAPE division were questioning the timing of the possible requirement in that it may be an issue for creating schedules. The members of the SHAPE division also wanted a list of opportunities to recertify. (Workshops, training courses, etc.)

ii. Eric Narveson, as Past Academic Senate President, clarified that the request of the Academic Senate regarding this issue was about being sure that faculty were certified within a timely manner and requested clarification of those concerns.

iii. It was generally discussed that if faculty are making the recommendation about recertification, why would there be a question as to the legitimacy of online teaching recertification of faculty?

iv. The members of the DE Committee may have assumed that it would be a simple process to recertify DE skills, but there could be unconsidered consequences.

v. Steven Mentor offered that the issue is one that crosses over into union business as well. He stated that the union does not disagree that it is important to create a culture of good online teaching. However, any working conditions that were affected by the recertification timeline or content should be considered in collaboration between the Union and the Academic Senate and/or it’s designated committee (in this case DEC).

vi. Possible options should be created and offered by the DE Committee to the Academic Senate of recertification opportunities.

vii. Also, it was brought up that the committee should determine how evaluation may feed into the quality and about the recertification question, the self-evaluation process and follow up.

1. There are also concerns as accreditation approaches about demonstrating Regular and Substantive Interaction (RSI) in DE Courses.

2. There were recommendations regarding RSI issues in the last accreditation report. (It was then called Regular and Effective Contact but the regulation has been recently revised in Title 5 to align with the Federal designation of Regular and Substantive Interaction.)

3. It might also be a good idea to share exemplary online course shells as we prepare for accreditation.

b. It was determined that Nasreen Rahim would attend the next SHAPE division meeting to discuss this issue with the division members in order to clarify the recertification issue and that the item would come back to
the DE committee for further discussion and/or action at the October 25th meeting.
b. DEC goals for 2022-2023 were reviewed and approved
   a. Tejal reviewed the DE Committee Goals for the year as:
      i. DE Recertification Requirement and Process
      ii. Develop Guidelines for Assessment in DE courses
      iii. Updating the DE Handbook
c. Feedback/Input on assessments in DE from DEC members as well as policies for synchronous courses and scheduling for back-to-back classes would be discussed at the next meeting (Oct. 25, 2022) and should be discussed by DEC members at their respective division meetings. Possible topics include:
      a. Possible requirements for proctored testing in online courses
      b. Space/Room on Campus for faculty (particularly adjunct faculty) to teach Synchronous Zoom classes in back-to-back scheduling scenarios
      c. Revisit the requirement for cameras on/off during zoom meeting and/or Zoom exams (Pat James offered @ONE article about this topic and legal opinion from the CCC Chancellor’s Office.)

G. Recognition and Announcements
   a. There were none

H. Adjournment was at 4:45

I. Next DE meeting will be held in Zoom on October 25th

Respectfully submitted by Patricia James