

Meeting Minutes

09/12/23

09/26/23

10/10/23

10/24/23

11/28/23

12/12/23

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03/12/24

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04/23/24

05/14/24

Distance Education Committee

Meeting Minutes of September 12, 2023

Respectfully Submitted by Tejal Naik

Committee Members				Guests	
Tejal Naik (Chair)	X	Vicki Brewster (Classified)	X	Steven Mentor	
Maggie Grover (Nurs)	X	Vacant (CTSS)			
Michael Ghebreab (MSE)	X	Shashi Naidu (Classified)			
Monica Galvan (Couns)		Robbie Kunkel (Admin)	X		
Robin Hahn (LA)		Matais Pouncil (VPAA)	X		
Pat James (At-large)					
Ly- Huong Pham (B&W)					
Nasreen Rahim (Past DE Chair)	X				
Raquel Rojas (LA/LETC)					
Leslie Williams (SSHAPE)					

I. **Call to Order:** 3:10 pm

II. **Adoption/Approval of Agenda**

- No Quorum

III. **Approval of minutes**

Tabled - No Quorum

IV. **Public Comments (3 min per person)**

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances

V. **Information Items**

- i. The chair shared the Maintaining eligibility document that was shared with the AS at the 9/5 meeting. The document simply summarizes the information posted in the IOTL Canvas course regarding the process for faculty to maintain their DE eligibility.
- ii. The Chair reported on the conference she attended in Summer. AI, Accessibility – 508 compliance and RSI in DE courses were the big topic items. Two DE sessions were offered at PDD, one on AI and Turnitin and the other on OER at EVC. Both were very well attended. The chair thanked Ly-Huong Pham, Renee Albrech and Bhawana Mishra for sharing their knowledge and expertise on these topics with faculty at PDD.

VI. **Discussion Items**

Tabled to next meeting – no quorum

VII. **Recognition and Announcements**

- i. The first cohort of the EVC-OER successfully completed, with all 7 project ready for adoption in time for Fall 2023. The cohort members and support team had a zoom celebration, show, and tell with the President.
- ii. The second cohort of EVC-OER initiative had a successful launch and onboarding. Faculty will be working on getting 30% of their OER ready for the first milestone review on 9/25.
- iii. Robbie Kunkel shared that Tejal has been hired for the full-time non-tenure track faculty DE coordinator position. She starts full-time on October 16th, 2023. Congratulations were offered by everyone to Tejal. She will continue reassigned time until then.

VIII. **Adjournment:** Meeting adjourned at 3:35pm.

Next DE meeting: 9/26/23

FACULTY MEMBER'S NAME: _____

Observer: _____

Course: _____

Date of Observation: _____

Instructions:

Type:

The Faculty Observer will be added to Canvas in the role of 'Faculty Observer' This role provides access to discussion, rubrics, announcements, assessments, modules, homepage, analytics and editing abilities to check for accessibility. Due to privacy concerns, there is no gradebook access and no inbox access.

Amount:

The Faculty Observer (FO) will observe the Orientation module and at least two (other) course modules chosen by the faculty. The basis for this is that the FO needs access to at least this much to observe how the criteria listed in the Online Faculty Observation Form are met.

Length of time:

The Faculty Observer (FO) has access to the course: 48 to 72 hours (about 3 days). The faculty will give access to the FO. In the interest of practicality when the access starts can be decided between the faculty and FO to meet their schedule and availability.

RATING SCALE:

1. Distinguished 2. Proficient 3. Needs Improvement 4. Unsatisfactory 5. Not observed/Not applicable

JOB PERFORMANCE:

Online Faculty

	RATING	COMMENTS
1. The course shell is organized for the students to navigate and find information. The course includes: a. Homepage with course information and instructor contact b. Orientation on how the course is organized in the Learning Management System (LMS) c. Course requirements, policies, and other relevant information.		
2. Course material created by the instructor, publisher, or other material demonstrates appropriate depth and rigor of the subject matter.		

3. Course content is placed in the LMS, in self-contained segments (modules, units, lessons) that are appropriately paced to meet the weekly contact hours requirement for the course.		
4. To address the student's various learning styles, the course content is delivered using a variety of media (text, audio, video, graphics) and makes effective use of the Learning Management System (LMS) tools. External links, software, programs for delivering course content are current, active, functional, and integrated into the LMS.		
5. A variety of assessments are used to assess all Student Learning Outcomes (SLOs).		
6. The course promotes student opportunities for questions about course content by providing a Q&A forum, online synchronous office hours, and email contact information, with response time)		
7. Ensures there is instructor presence in the course through regular substantive interaction via announcements, responding to student questions, timely feedback grade posting, et cetera. The course includes communication policy in the syllabus, orientation module, home page, Q&A Discussion forum, and/or regular announcements.		
8. The feedback provided to students is substantive and timely (in the form of announcements, grading rubrics et cetera). The course includes a written communication plan describing the instructor's timeliness for grading, how feedback is given to students, in the syllabus, orientation module, or home page.		
9. Includes assignments or activities that offer opportunities for student interaction (discussion forums with graded peer replies, group projects et cetera.).		
10. Reasonable accommodations are made so that all materials are accessible and compliant with Section		

508. For example, videos have captions and all LMS course materials pass the accessibility checker.		
11. Demonstrates sensitivity and working with students of diverse racial and ethnic backgrounds, sexual orientations, and disabilities. Examples could include statements in Syllabus or orientation module, content in announcements, assessments, lecture materials, and representation through images, that show diversity and differences.		

Distance Education Committee

Meeting Minutes of September 26, 2023

Respectfully Submitted by Tejal Naik

Committee Members				Guests	
Tejal Naik (Chair)	X	Vicki Brewster (Classified)	X	Virgina Montelongo	
Maggie Grover (Nurs)	X	Vacant (CTSS)		Mikayla Tran (Anh Tran)	
Michael Ghebreab (MSE)	X	Shashi Naidu (Classified)	X		
(Couns)		Robbie Kunkel (Admin)	X		
(LETC)		Matais Pouncil (VPAA)	X		
Pat James (At-large)					
Ly- Huong Pham (B&W)	X				
Nasreen Rahim (Past DE Chair)	X				
Raquel Rojas (LA)					
Patricia Tirado (SSHAPE)	X				

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:05pm

II. Adoption/Approval of Agenda

Motion to adopt: Maggie Grover, Second: Nasreen Rahim

III. Approval of minutes

May 9th, 2023 minutes were approved as submitted.

IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

V. Information Items

- a) Membership: DE Chair shared the update to DEC membership – we had quite a few vacancies: LETC, SSHAPE, Counseling, CTSS. Vicki Brewster raises a query as to whether Vicki Brewster's seat is a classified seat or curriculum designee? Tejal recalls being named as curriculum designee. She will follow up and review the membership document approved by the Academic Senate last year.
- b) Proctoring Center in DE handbook: DE handbook mentions a proctoring center for online courses which no longer exists. The district adopted the

Respondus proctoring software last year for online courses. This information will be updated in the DE handbook.

- c) Guided Pathways(GP) and POCR(Peer Online Course Review) proposal: Last semester, AS approved the GP proposal for 15 GE course to go through POCR review and get badged on the exchange. VP Pouncil approved funding for the Course authors and POCR reviewers as follows:
- Course authors: For one course - 20 hours, NIA Reimbursement
 - POCR reviewers: For each course
 1. Lead POCR - 4 hours NIA Reimbursement
 2. 2 POCR Reviewers – 4 hours each NIA Reimbursement
 3. Accessibility Expert – 2 hours NIA Reimbursement
 4. If the course author is POCR certified, then the reimbursement for reviewers and Lead POCR is reduced by 1 hour each.
- d) ZTC Acceleration Grant: VP Pouncil, Laura Garcia and Tejal Naik applied for the ZTC acceleration grant funding to develop ZTC pathways. Based on initial discovery and conversation with faculty last spring, they applied for the following two pathways. If approved by the Chancellor's office \$200,000 will be awarded for each pathway.
- Certificate in Chemistry
 - AA-T Psychology

VI. Discussion Items

- a) Goals for 2023-2024 Academic year.
- Update DE Handbook
 - Establish POCR academy
 - DE Eligibility Process
- b) DEC approval requests for DE certification/Eligibility
- Liza Kramer – DE eligibility: The hours submitted for attending were towards orientation and training to use Publisher Macmillan's online ebook and homework system "Achieve". Question was

raised as to what qualifies as part of instructional duties and what is DE professional development. The DE handbook does not have clear criteria on this. The hours were approved on a one-time basis with the recommendation that the DEC determine criteria for approval.

- Andres Quinteros – DE certification: EDIT 22 was completed in Summer 2017 – more than 5 years ago. He is not on the Faculty Eligibility for Online Teaching (FEOT) list which lists faculty who completed EDIT 22 (or @One Certification) between 8/31/2017 and 8/31/2021 and extends their DE eligibility and certification through 8/31/2023. Additional training hours were completed in 2021 at West Valley college(2 hours), and Ohlone College – SQT(6 hours). A discussion ensued as to the currency of the DE certification and the changes to regulations and technology. The criteria for certification and the timeline were reviewed in the DE handbook and pros and cons discussed. The approval was moved to Action item for the next meeting for DEC to vote.

c) Maintaining DE Eligibility Gap: Tejal reported that there were many faculty whose eligibility expired on 8/31/2023. They would have gap as they did not complete the 4 hours. A discussion ensued and the following questions were brought up and discussed:

- A traffic light process: completes hours by expiry date – green light to teach DE. Misses the expiry date – yellow light – can still teach DE courses but must complete 4 hours within some grace period. Hours not completed by the end of the grace period – red light. Must get Recertified.
- Grace Period: One semester is not enough. Two semesters plus summer/intersession were considered.

- Communication: How will the faculty be notified? DE coordinator sends updated Faculty Eligibility for Online Teaching (FEOT) list to the Deans at the end of each term. The Deans will notify the faculty as they assign classes. The DE coordinator merely keeps records.

Discussion will continue at the next meeting. Members will discuss with their division and bring feedback.

VII. Recognition and Announcements

- a) OER texts developed by the first cohort can be found on EVC bookshelf on LibreText commons at: <https://evc.commons.libretexts.org/?mode=visual>
These books will also be added to the COR when the course goes through review with EVC-OER listed as the publisher!
- b) The second cohort of EVC-OER initiative completed the first milestone on 9/25.

VIII. Adjournment: Meeting adjourned at 3:35pm.

Next DE meeting: 10/10/23

Distance Education Committee

Meeting Minutes of October 10, 2023

Respectfully Submitted by Tejal Naik

Committee Members				Guests	
Tejal Naik (Chair)	X	Vicki Brewster (Classified)	X	Grace Estrada	
Maggie Grover (Nurs)	X	Ken Nguyen (CTSS)	X	Steven Mentor	
Michael Ghebreab (MSE)	X	Shashi Naidu (Classified)	X		
Will Thai(Couns)	X	Robbie Kunkel (Admin)	X		
(LETC)		Matais Pouncil (VPAA)	X		
Pat James (At-large)	X				
Ly- Huong Pham (B&W)	X				
Nasreen Rahim (Past DE Chair)	X				
Raquel Rojas (LA)	X				
Patricia Tirado (SSHAPE)	X				

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:05pm

II. Adoption/Approval of Agenda

Motion to adopt: Michael Ghebreab

Second: Maggie Glover

Agenda approved with no changes.

III. Approval of minutes

9/26 Minutes approved. Motion by Michael Ghebreab, Second by Maggie Glover

IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

V. Information Items

- a) Student and Faculty preferred name in Canvas: DE chair Tejal Naik requested that the members disseminate the following updated process to change preferred names and pronouns as well as email in Canvas be disseminated to their division faculty: Since the Canvas and Self-Service integration, preferred user names, pronouns and email can no longer be

changed in canvas. Faculty and Students can change this information from the User Profile in Self-Service.

b) DE Eligibility and Online Faculty Observation form(OFOF): AFT President, Steven Mentor, reported the following:

- AFT is gathering and comparing class cancellation information for in-person and DE classes and will be addressing them in the current negotiations.
- He recommends DE committee and Academic Senate consider putting a pause on DE eligibility until Spring 2024, while the contract language is negotiated. Language is being crafted to put into a memorandum of understanding (MOU) so it can be done faster and will be presented to the District on Friday. It is unclear at this time how much time faculty will have to complete the 4 hours once the MOU is signed and before the Deans start assigning classes. It was pointed out that the schedule for Spring has already begun and these 4 hours requirement may need to be extended until Fall 2024. Steven Mentor stated that SJCC has been doing this already for some semesters and recommended the DEC update their guidelines and process on maintaining eligibility.
- OFOF is far less controversial and there is no financial issue with it. It is moving slowly as we are focusing on DE eligibility language. The possibility of putting it on the MOU is being discussed.

c) Canvas and CurriQnet Integration: Grace Estrada reported that VP Pouncil had approved Canvas and CurriQnet integration (\$6000) which will enable faculty to do SLO assessment through Canvas Rubric and feed that data directly into CurriQnet. The motivation for this is to meet the ACCJC standards . We are required to disaggregate out outcomes data by demographic groups. With Canvas integrated with Self-Service, this Canvas integration with CurriQnet will enable access to registration data which will

be extremely helpful in disaggregating outcomes data. There will be a demonstration by CurriQnet at the upcoming SLO meeting. Grace plans to send out information about the zoom meeting.

- d) Defunct processes and Outdated Information in DE handbook: Tejal Naik reported that the DE handbook contains process that are defunct and outdated information that the DEC needs to review and update. She will send a working copy of the handbook with the information highlighted that needs updating and requests that the committee members review and provide input on the update. Raquel Rojas recommends that while we are updating the DE handbook, that either the link be deactivated or a note be put on the DEC webpage underneath the DE handbook link that indicates that the handbook is being updated.

VI. Discussion Items

- a) Maintaining DE Eligibility – Gap: The Committee continued its discussion on the spotlight process, and considering AFT President Steven Mentor's request, decided to pause in the sense that faculty can continue completing their 4 hours and as they complete them through this semester, their eligibility will be extended by 2 years from 8/31/2023 to 8/31/2025. Maggie Glover and Ly-Huong Pham suggested that the committee work on crafting a description or criteria for "DE related activities" that count towards meeting the 4 hours. This would be in addition to the list of approved activities and help guide the faculty and DE coordinator in determining approval for activities not on the list. At present, the only way to obtain initial certification of teaching DE is to complete either EDIT 22 or the equivalent @ONE certificate in online teaching and design. This is not ideal for new faculty who have been DE certified elsewhere and are experienced online instructors. Lite POCR review of previously taught online courses was another option but had to be discontinued due to lack of funding. The DEC directs the DE coordinator to investigate funding sources.

- b) EVC POCR Club: The GP and POCR proposal is making progress, and we should have courses and faculty ready to start aligning their courses to the CVC-OEI rubric. Tejal Naik would like one or two volunteers to be advisors for the POCR club Canvas course design. Maggie Glover and Nasreen Rahim agreed to review the Course and provide feedback and recommendations.

VII. Action Items

DEC Approval for DE certification – Andre Quintero: Pat James makes the motion to give Andre Quintero temporary DE certification contingent on completion of EDIT 22 by end of Summer 2024. Motion passed unanimously.

VIII. Recognition and Announcements

- IX. Adjournment: Meeting adjourned at 4:50pm.

Next DE meeting: 10/24/23

Distance Education Committee

Meeting Minutes of October 24, 2023

Respectfully Submitted by Tejal Naik

Committee Members				Guests	
Tejal Naik (Chair)	X	Vicki Brewster (Classified)		Jio Rangel (Student assistant)	
Maggie Grover (Nurs)	X	Ken Nguyen (CTSS)		Cindy Bevan	
Michael Ghebreab (MSE)	X	Shashi Naidu (Classified)	X		
Will Thai (Couns)	X	Robbie Kunkel (Admin)	X		
Vacant (LETC)		Matais Pouncil (VPAA)	X		
Pat James (At-large)					
Ly- Huong Pham (B&W)	X				
Nasreen Rahim (Past DE Chair)					
Raquel Rojas (LA)	X				
Patricia Tirado (SSHAPE)					

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:05pm

II. Adoption/Approval of Agenda

Agenda was adopted and approved with no changes.

III. Approval of minutes

10/10 meeting minutes tabled to the next meeting.

IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

V. Information Items

- a) Canvas Updates: Canvas released customizable assignment statuses as color coding. New discussions with dual due dates – checkpoint date will be released in January. New quizzes will also be out of beta version and available. DEC to consider plans to demo and offer training in spring. Questions regarding transition to New quizzes were discussed. More details to come.
- b) District Technology Plan: Tejal attended the information meeting regarding the development of District Technology Plan. ITSS hired a consultant to help

craft the plan. Tejal will represent EVC faculty (this assignment was recommended and approved by AS President) in these meetings along with the CTC chair, Steven Mentor.

- c) Respondus Proctoring Software: Issues concerning lack of communication from Respondus regarding known problems with Mac. Student help is only available within lockdown browser which is problematic if student face issue in downloading the browser and or during actual exam. Another problem was messages asking the students to contact instructor when the issue is technical or Respondus problem. Tejal, Ly-Huong and Azita(Bio faculty) and Audrey(SJCC DE coordinator) met with Respondus for an hour-long meeting to discuss these concerns and request resolution. Tejal will follow up.

VI. Discussion Items

- a) IOTL Workshops: DEC discussed various DE refresher training needs and decided on the following workshop topics: Canvas Gradebook, Accessibility, RSI, OEI Rubric standards, AI use for faculty and AI score card in Turnitin(Request from LA to repeat the PDD session as many faculty were unable to attend). IOTL workshops to be offered in evenings and Friday afternoons to accommodate Associate faculty schedules. Tejal will prepare the schedule and send it out.
- b) Defunct Processes and outdated information in the DE handbook: Tejal will highlight these process and information in the DE handbook and bring to the next meeting for DEC to review. Associate faculty Office hours: A query regarding faculty offering office hours was raised in light of the email from Phil Hu indicated the associate faculty are not required to hold office hours by contract. Tejal consulted AFT President, Steven Mentor, and it was determined that this does not apply to Zoom office hours for online courses as they fall under meeting RSI.

- c) Maintaining DE Eligibility Gap: For faculty whose eligibility have expired on 08/31/2023, Tejal will update their eligibility if they complete their refresher training (at least 4 hours) in Fall. The updated FEOT list will be sent to the Deans in January 2024. In addition, Tejal, on recommendation from DEC, Deans and AS will investigate using self-service/Colleague to maintain Eligibility records.
- d) DE Resolution at the Academic Senate: The DE resolution presented at the Senate was reviewed by the DEC and recommendations and feedback given. See page 4 of the minutes.

VII. Action Items

VIII. Recognition and Announcements

IX. Adjournment: Meeting adjourned at 4:45pm.

Next DE meeting: 11/14/23

AS DE Resolution

Academic Senate
Evergreen Valley College

Resolution to support Professional Credentialing for Distance Education Certification and Ongoing Maintenance of ~~Certification~~ DE Eligibility

Whereas, the Academic Senate is the primarily relied upon body for Professional Development under Title 5 Section XXXXX known as 10 +1;

Whereas, the Academic Senate is the primarily relied upon body for supporting quality of instruction under Title 5 Section XXXXX

Whereas, the Distance Education Committee is a standing committee of the Academic Senate;

Whereas the Distance Education Committee has adopted a minimum of 4 hours per 2 years to maintain ongoing DE certification to teach DE courses;

~~Whereas, several disciplines require similar certification and ongoing Certified Education Units to maintain certification including Nursing, Medical and Dental Assisting, Automotive among others;~~
DEC recommends removing this or modifying its since DE eligibility training is not state required on par with these certifications. Title 5 requires that faculty be prepared to teach in DE and stay updated. How that is done is determined by college/district. For us that is the 4 hours/every 2 years subsequent training to maintain eligibility.

Whereas, faculty are professionals and have professional responsibilities and attributes therefore be it;

Resolved that faculty will keep records of their DE courses, webinars and other means of maintaining competency as DE Instructors and provide those records as needed for Program Reviews, Accreditation reports and other similar audits;

Resolved that the Academic Senate will work with the Professional Development committee to create a series of PD sessions on PD days entitled Mandatory trainings that would include DE trainings and further;

Resolved that ~~EVC Senate accept~~ DEC review and approve (concern expressed with this language as there is possibility of faculty taking this to letter and bring it to Senate – DEC recommends keeping the current process - the DE reviews and approves training not on the approved list) reciprocal training and certifications from other community colleges in the CCC system. ~~that match either @One or Edit 22 classes to meet the 4 hours/every 2 years maintaining eligibility requirement.~~

Distance Education Committee

Meeting Minutes of November 28, 2023

Respectfully Submitted by Tejal Naik

Committee Members			
Tejal Naik (Chair)	X	Vicki Brewster (Classified)	
Maggie Grover (Nurs)	X	Ken Nguyen (CTSS)	
Michael Ghebreab (MSE)	X	Shashi Naidu (Classified)	
Will Thai (Couns)	X	Robbie Kunkel (Admin)	X
Vacant (LETC)		Matais Pouncil (VPAA)	
Pat James (At-large)			
Ly- Huong Pham (B&W)	X		
Nasreen Rahim (Past DE Chair)			
Raquel Rojas (LA)	X		
Patricia Tirado (SSHAPE)	X		

Guests
Jio Rangel (Student assistant)
Cindy Bevan

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:05pm

II. Adoption/Approval of Agenda

Agenda was adopted and approved with no changes.

III. Approval of minutes

Meeting minutes tabled.

IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

V. Information Items

- District Technology Survey: ITSS sent out a survey for feedback regarding technology from faculty.
- Respondus Proctoring Software: Tejal, Ly-Huong and Azita (Bio faculty) and Audrey (SJCC DE coordinator) met with Respondus for an hour-long meeting to discuss these concerns and request resolution. The Respondus Team will take our feedback to the technical support team. And IT, Tejal and Audrey will follow up to ensure one of the DE coordinators has admin access so the communications from Respondus can be received in a timely manner.

- c) DECO update: DECO is collecting information on DE training from community colleges in the state.
- d) DE Resolution at the AS: DEC edits to the DE resolution were reviewed and the Senators had no objections. It was moved to Action Item with minor edits to a couple of “Whereas”

VI. Discussion Items

- a) Defunct Processes and outdated information in the DE handbook:
- b) Language for Maintaining DE Eligibility: Process and Eligibility extension updates that were posted in the IOTL canvas course and the DE eligibility document shared with the Senate have been added to the DE handbook. Committee will review at the next meeting.
- c) DE Certification Training Waiver – Andre Quintero. DEC reviewed the additional documentation provided. There was a lengthy discussion regarding the suitability of the course as a substitute for EDIT 22 – it is not. There was a concern that the course description in the catalog was not sufficient to access content and topics covered in the graduate course. It was determined that submission of syllabus would be more appropriate. There was also concern about the clarity of the language in the training waiver sections. The committee decided to add that language and review and update the DE certification and training section in the DE handbook as part of the ongoing update. Since EDIT 22 was completed in Summer of 2017, and there is evidence that faculty has been teaching online regularly and stayed current through appropriate refresher training at other colleges, the DEC decided to approve the training/certification waiver.

VII. Action Items

VIII. Recognition and Announcements

IX. Adjournment: Meeting adjourned at 4:50pm.

Next DE meeting: 12/12/23

AS DE Resolution

Academic Senate
Evergreen Valley College

Resolution to support Professional Credentialing for Distance Education Certification and Ongoing Maintenance of ~~Certification~~ DE Eligibility

Whereas, the Academic Senate is the primarily relied upon body for Professional Development under Title 5 Section XXXXX known as 10 +1;

Whereas, the Academic Senate is the primarily relied upon body for supporting quality of instruction under Title 5 Section XXXXX

Whereas, the Distance Education Committee is a standing committee of the Academic Senate;

Whereas the Distance Education Committee has adopted a minimum of 4 hours per 2 years to maintain ongoing DE certification to teach DE courses;

~~Whereas, several disciplines require similar certification and ongoing Certified Education Units to maintain certification including Nursing, Medical and Dental Assisting, Automotive among others;~~
DEC recommends removing this or modifying its since DE eligibility training is not state required on par with these certifications. Title 5 requires that faculty be prepared to teach in DE and stay updated. How that is done is determined by college/district. For us that is the 4 hours/every 2 years subsequent training to maintain eligibility.

Whereas, faculty are professionals and have professional responsibilities and attributes therefore be it;

Resolved that faculty will keep records of their DE courses, webinars and other means of maintaining competency as DE Instructors and provide those records as needed for Program Reviews, Accreditation reports and other similar audits;

Resolved that the Academic Senate will work with the Professional Development committee to create a series of PD sessions on PD days entitled Mandatory trainings that would include DE trainings and further;

Resolved that ~~EVC Senate accept~~ DEC review and approve (concern expressed with this language as there is possibility of faculty taking this to letter and bring it to Senate – DEC recommends keeping the current process - the DE reviews and approves training not on the approved list) reciprocal training and certifications from other community colleges in the CCC system. ~~that match either @One or Edit 22 classes to meet the 4 hours/every 2 years maintaining eligibility requirement.~~

Distance Education Committee

Meeting Minutes of December 12, 2023

Respectfully Submitted by Tejal Naik

Committee Members				Guests			
Tejal Naik (Chair)	X	Vacant (Classified)					
Maggie Grover (NURS)	X	Ken Nguyen (CTSS)					
Michael Ghebream (MSE)	X	Shashi Naidu (Classified)	X				
Will Thai (COUNS)	X	Robbie Kunkel (Admin)	X				
Vacant (LETC)		Matais Pouncil (VPAA)					
Pat James (At-large)							
Ly- Huong Pham (B&W)	X						
Nasreen Rahim (Past DE Chair)	X						
Raquel Rojas (LA)	X						
Patricia Tirado (SSHAPE)	X						

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:00 pm

II. Adoption/Approval of Agenda

Agenda was adopted and approved with no changes.

Motion: First - Patricia; Second -Michael.

III. Approval of minutes

Meeting minutes from 10/10 and 10/24 approved after minor corrections.

IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

V. Information Items

- IOTL workshops: Tejal Naik reported positive feedback from faculty who attended IOTL workshops. And requests for more workshop on AI.
- January PDD DE session: Tejal Naik submitted requests to host two DE sessions. However due to a huge response – 18 session requests, we may only host one DE session. The DE sessions count towards maintaining eligibility to teach DE.

- c) GP and POOR Proposal: Patricia Tirado will be aligning her HIST 17A course to the OEI Rubric; she will be the “guinea pig” as we reestablish our Local POOR group. Tejal and is working finalizing the process and will create a POOR canvas course to manage the logistics. Ly and Maggie offered to provide feedback on the course.
- d) DE Resolution by AS was approved. Faculty will be responsible for the DE refresher training and keeping track. However, the DE coordinator and DEC will determine and maintain a list of approved DE related activities. And the DE coordinator will maintain the Faculty Eligible for Online Teaching (FEOT) list. Tejal is working with ITSS to modernize this process and get away from the Excel spreadsheet that we use currently. Concern over DE coordinator maintaining this list was raised. The DEC recommends VPAA’s office maintain the FEOT list.

VI. Discussion Items

- a) Turnitin Integration and Originality (AI scorecard) report functionality:
Turnitin changed its policy regarding allowing faculty to use their Turnitin account to check student submission for plagiarism. EVC was not aware of this and was an unwelcome surprise when this happened midsemester. A faculty reached out to Tejal with the issue. Tejal had a meeting with the Turnitin Tech support and several things came to light. 1) Currently, we have Turnitin through CCLC, however, there is no point of contact either at EVC or SJCC and so we are not receiving any notifications regarding change in policy or any other updates from Turnitin. 2) the external tool integration that is not screen reader compatible – which is why the faculty was not using Turnitin to grade student submissions. 3) Turnitin was offering the AI scorecard tool free and that ends December 31st. To continue to have it, we will need to pay for the upgrade. Tejal will bring this up with VP Pouncil to get the upgrade. DEC supports and recommends the upgrade to include the AI Scorecard. It was discovered in the meeting that

our subscription includes two type of integration: External Tool with Feedback Studio – which is what we currently and Canvas Plagiarism framework -which we do not have. Tejal and SJCC DE coordinator, Audrey Blumeneau will work with ITSS to get the Canvas Plagiarism framework integrated. This may not happen until spring semester.

- b) Language for Maintaining DE eligibility: Discussed in information item (5d)
- c) Defunct processes and outdated information in the DE handbook; Tabled.

VII. Action Items

VIII. Recognition and Announcements

- a) **ZTC Acceleration Grant:** EVC was approved for the two ZTC acceleration grants to make the following two pathways ZTC: Chemistry CoA and Psychology AA-T

IX. Adjournment: Meeting adjourned at 4:15 pm

Next DE meeting: 2/13/24

AS DE Resolution

Academic Senate
Evergreen Valley College

Resolution to support Professional Credentialing for Distance Education Certification and Ongoing Maintenance of ~~Certification~~ DE Eligibility

Whereas, the Academic Senate is the primarily relied upon body for Professional Development under Title 5 Section XXXXX known as 10 +1;

Whereas, the Academic Senate is the primarily relied upon body for supporting quality of instruction under Title 5 Section XXXXX

Whereas, the Distance Education Committee is a standing committee of the Academic Senate;

Whereas the Distance Education Committee has adopted a minimum of 4 hours per 2 years to maintain ongoing DE certification to teach DE courses;

~~Whereas, several disciplines require similar certification and ongoing Certified Education Units to maintain certification including Nursing, Medical and Dental Assisting, Automotive among others;~~
DEC recommends removing this or modifying its since DE eligibility training is not state required on par with these certifications. Title 5 requires that faculty be prepared to teach in DE and stay updated. How that is done is determined by college/district. For us that is the 4 hours/every 2 years subsequent training to maintain eligibility.

Whereas, faculty are professionals and have professional responsibilities and attributes therefore be it;

Resolved that faculty will keep records of their DE courses, webinars and other means of maintaining competency as DE Instructors and provide those records as needed for Program Reviews, Accreditation reports and other similar audits;

Resolved that the Academic Senate will work with the Professional Development committee to create a series of PD sessions on PD days entitled Mandatory trainings that would include DE trainings and further;

Resolved that ~~EVC Senate accept~~ DEC review and approve (concern expressed with this language as there is possibility of faculty taking this to letter and bring it to Senate – DEC recommends keeping the current process - the DE reviews and approves training not on the approved list) reciprocal training and certifications from other community colleges in the CCC system. ~~that match either @One or Edit 22 classes to meet the 4 hours/every 2 years maintaining eligibility requirement.~~

Distance Education Committee

Meeting Minutes of February 13, 2024

Respectfully Submitted by Tejal Naik

Committee Members				Guests	
Tejal Naik (Chair)	X	Vacant (Classified)		Nicholas Goodwin	
Maggie Grover (NURS)	X	Ken Nguyen (CTSS)			
Michael Ghebream (MSE)		Shashi Naidu (Classified)			
Will Thai (COUNS)		Robbie Kunkel (Admin)	X		
Vacant (LETC)		Matais Pouncil (VPAA)			
Pat James (At-large)	X	Steven Mentor	X		
Ly- Huong Pham (B&W)	X				
Nasreen Rahim (Past DE Chair)	X				
Raquel Rojas (LA)	X				
Patricia Tirado (SSHAPE)	X				

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:00 pm

II. Adoption/Approval of Agenda

Agenda was adopted and approved with no changes.

Motion: First - Patricia; Second -Michael.

III. Approval of minutes

Meeting minutes from 12-12-23 tabled due to technical issues.

IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

V. Information Items

- a) Turnitin AI Scorecard and Canvas Plagiarism Framework: Tejal discussed the upgrade of the 'Turn it in' AI scope or upgrade, which was approved by the council in January. She confirmed that the Canvas Plagiarism Framework is being integrated, which would provide a smoother workflow but may lose some feedback studio features. Raquel raised a question about the annual subscription for Turnitin with AI, and Tejal clarified that it is an annual

subscription through CCLC(Community College League of California), and the upgrade was approved in January. They agreed to discuss the renewal and upgrade again during the annual renewal period in March-April.

Patricia raised concerns about the use of AI tools in the Canvas platform, particularly in relation to discussions boards, and how it impacted students' ability to think critically on their own. Tejal responded, stating that Canvas was actively working on AI integration, but it would be at least a year away. Patricia also suggested the need for AI detection in discussion prompts, which was a popular suggestion in the Canvas community. Ly added that instructors should be vigilant and use multiple tools to check for plagiarism, as AI technologies were always evolving.

- b) Canvas Credentials: Tejal informed the committee that she was working with B&W faculty Nasreen Rahim, Carmen Vera and ITSS to integrate the digital badging platform Canvas Credentials which allow us to award badges and certificates digitally, thus making it easier for student and employees to share their skills and achievements.
- c) DE handbook: Tabled until the DE eligibility process is updated to align with the DE MOU.

VI. Discussion Items

- a) IOTL Workshop schedule: Tejal shared a tentative schedule for the upcoming IOTL workshops and asked for feedback on the topics. The team discussed the possibility of double-dipping or attending both workshops and professional development (Pdd) to maintain eligibility. Steven clarified that he doesn't believe there would be an issue for full-timers but was unsure about the implications for part-timers. Raquel planned to discuss this matter with her language arts division. Tejal encourage the committee member to do the same. Additionally, Patricia inquired about the schedule for training sessions. Tejal clarified that the schedule was not final and was awaiting feedback from the committee, with the aim of sending out the

final version to all faculty by end of the week. Tejal proposed a timeline for topic recommendations or changes to be submitted by 12 noon via email, the following day, and the final draft to be sent to all faculty on Thursday. The committee agreed to send feedback and topic recommendations by email.

- b) DE MOU and Eligibility process: Tejal shared the new DE MQT-SQT Mou and explained that overall the eligibility process in the MOU aligns with our existing process. She noted change in terminology from initial certification to MQT – Minimum Qualifications Training and Maintaining eligibility requirements to SQT – Subsequent Qualifications Training in the DE MOU. Tejal, Pat, Steven, and others discussed changes to the certification requirements for synchronous teaching. They agreed that Edit 22 would now be sufficient for certification, eliminating the need for Edit 15. However, they also discussed the possibility of further modifications to Edit 22 to make it more robust and inclusive of synchronous teaching. Pat expressed concern over the impact on her teaching, while Steven suggested a staggered release of the information to allow for clearer communication. Patricia and Mikayla raised questions about whether current faculty would need to retake Edit 22 if it was revised, and how the deactivation of Edit 28 might affect the certification program. Pat and Tejal discussed the need to inform faculty about the upcoming deactivation of course 28 and the possibility of adding another question or timeline for clarity. They also touched upon the need for synchronous training for faculty. Tejal suggested the idea of giving faculty a specific window to get certified before the courses are phased out. Tejal and Maggie discussed the timeline for the implementation of Edit 22 with a synchronous modality. They noted that there were still uncertainties and decided to form a subcommittee to work out the details. Tejal also clarified the status of various certifications and the timeline for their implementation. She proposed that information about

refresher training (SQT) be sent out to faculty so those who had let their certification expire can complete their required training hours by the summer of 2024 to have their eligibility extended as indicated in the MOU. Steven emphasized the importance of deans understanding and complying with these rules, so faculty do not lose class assignments in the Fall. The team agreed to present this plan to the faculty and deans and to revisit it at the next meeting and craft a document explaining the DE certification and maintaining eligibility process that aligns with the new DE MOU. Tejal will bring a draft document for review at the next meeting.

Nicolas Goodwin inquired if DE training taken at other colleges would qualify for SQT. Tejal explained that the faculty submit documentation of the training through the DE eligibility form for approval. Tejal further discussed the approved list of activities (posted in the IOTL course) for refresher training, highlighting the benefit of taking Edit courses for both pedagogy and skills development. Lastly, Tejal mentioned upcoming workshops, webinars, and conferences that can be attended for refresher training. She also addressed questions about funding for professional development, such as conferences. Tejal mentioned that full-time faculty receive an annual budget of 1,200 for attending conferences, while part-time faculty get 600. While there was no immediate solution, the possibility of asking the Vice President's Council for additional funding was considered. Tejal also clarified that the committee's role is to evaluate and approve training programs, not to determine whether faculty's teaching assignments. That falls under the purview of the Deans and VPAA.

- c) EDIT 028 Deactivation: Pat James informed the committee that EDIT 028 is slated for deactivation and will not be offered after Fall 2024. EDIT 028 had always been a temporary solution for synchronous training as its content is covered in EDIT 015; The intent had been to offer faculty who had

completed EDIT 022 and were not planning to complete the Online Teaching CoA, a shorter 1-unit course for synchronous training.

VII. Action Items

The committee agreed to conduct future meetings from the teaching and learning center (rather than the large formal Mishra community room), with most participants joining via Zoom. The decision was also made to put meeting minutes on the consent agenda for approval at the next meeting to streamline the process.

VIII. Recognition and Announcements

- a) **New POCR certified faculty:** Tejal congratulated Mikayla Tran on completing the POCR certification and welcomed her to the group of POCR certified faculty at EVC.
- b) **Summer Conferences:** This year the online teaching conference (OTC) will be held in Long Beach in June. Pat James is part of the program committee for the conference and reported that it will feature sessions on a main theme, with recordings available for those who cannot attend. InstructureCon, a Canvas conference is usually in July and will be held in Las Vegas this year. Tejal mentioned that conference attendance can count towards the required 4 hours of professional development and encourage committee members to use their staff development funds to attend the conferences.

IX. Adjournment: Meeting adjourned at 4:25 pm

Next DE meeting: 2/27/24

AS DE Resolution

Academic Senate
Evergreen Valley College

Resolution to support Professional Credentialing for Distance Education Certification and Ongoing Maintenance of ~~Certification~~ DE Eligibility

Whereas, the Academic Senate is the primarily relied upon body for Professional Development under Title 5 Section XXXXX known as 10 +1;

Whereas, the Academic Senate is the primarily relied upon body for supporting quality of instruction under Title 5 Section XXXXX

Whereas, the Distance Education Committee is a standing committee of the Academic Senate;

Whereas the Distance Education Committee has adopted a minimum of 4 hours per 2 years to maintain ongoing DE certification to teach DE courses;

~~Whereas, several disciplines require similar certification and ongoing Certified Education Units to maintain certification including Nursing, Medical and Dental Assisting, Automotive among others;~~
DEC recommends removing this or modifying its since DE eligibility training is not state required on par with these certifications. Title 5 requires that faculty be prepared to teach in DE and stay updated. How that is done is determined by college/district. For us that is the 4 hours/every 2 years subsequent training to maintain eligibility.

Whereas, faculty are professionals and have professional responsibilities and attributes therefore be it;

Resolved that faculty will keep records of their DE courses, webinars and other means of maintaining competency as DE Instructors and provide those records as needed for Program Reviews, Accreditation reports and other similar audits;

Resolved that the Academic Senate will work with the Professional Development committee to create a series of PD sessions on PD days entitled Mandatory trainings that would include DE trainings and further;

Resolved that ~~EVC Senate accept~~ DEC review and approve (concern expressed with this language as there is possibility of faculty taking this to letter and bring it to Senate – DEC recommends keeping the current process - the DE reviews and approves training not on the approved list) reciprocal training and certifications from other community colleges in the CCC system. ~~that match either @One or Edit 22 classes to meet the 4 hours/every 2 years maintaining eligibility requirement.~~

Distance Education Committee

Meeting Minutes of February 27, 2024

Respectfully Submitted by Tejal Naik

Committee Members				Guests	
Tejal Naik (Chair)	X	Vacant (Classified)		Nicholas Goodwin	
Maggie Grover (NURS)	X	Ken Nguyen (CTSS)			
Michael Ghebream (MSE)		Shashi Naidu (Classified)			
Will Thai (COUNS)	X	Robbie Kunkel (Admin)	X		
Vacant (LETC)		Matais Pouncil (VPAA)			
Pat James (At-large)	X	Steven Mentor	X		
Ly- Huong Pham (B&W)	X				
Nasreen Rahim (Past DE Chair)	X				
Raquel Rojas (LA)					
Patricia Tirado (SSHAPE)					

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:05 pm

II. Adoption/Approval of Agenda

Agenda was adopted and approved with no changes. .

III. Approval of minutes

Meeting minutes from 12-12-23 and 2-13-24 approved through consent agenda.

IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

V. Information Items

- SQT for Spring and Summer: Tejal reported that the DE SQT document detailing the refresher training requirements (copied at the end of these minutes) was shared at the Academic Senate and was also emailed to all faculty and Deans. SQT requirements, formerly called refresher training, are essentially the same. The MOU now requires, by contract, all DE faculty to complete their refresher training by Fall 2024.
- IOTL workshops (DE SQT) schedule and other training Resources: Tejal shared the google document, [DE training and Resources](#), listing the list of IOTL workshops, approved by DEC at the last meeting, that she will be offering this semester as well

as other(outside of EVC) training resources available in spring and summer to help faculty meet the SQT training requirements.

VI. Discussion Items

- a) DE MOU and Eligibility process: Tejal shared the DE MQT-SQT document detailing the DE certification and maintaining eligibility process crafted by the DE MOU workgroup. The MQT requirements were updated to align with the MOU. Maggie complimented Tejal and the subcommittee on crafting a clear, straightforward and comprehensive document detailing the requirements of DE certification (MQT) and refresher training (SQT). Other members agreed and pointed out concerns over the DE coordinator's role in maintaining the FEOT (Faculty eligibility for online teaching) list. Faculty should not be reviewing whether refresher training requirements were met by fellow faculty. This list should be maintained by the VPAA's office. After minor edits, a motion was passed to move the DE MQT-SQT document to Action item for the next meeting.
- b) DE Website: Tejal reported to the committee that at present, other than the DE committee page, there is DE site with links and resources for faculty and students. She proposed having a DE website and invited committee members input and suggestions on the design and development of a DE website with resources and training for faculty and students. Currently, the IOTL canvas course houses training resources and the DE eligibility form and the DE handbook. Ly agreed with the need for a site but raised concerns about having information and resources in multiple places which could lead to confusion and chaos. Steven commented that given DE exponential growth, this was a very good idea but he envisions not just a static site with information but a place where faculty can discuss challenges and solutions, and have a discourse on everything DE. Patricia discussed the success of a blog implemented in CVC-OEI, highlighting its role in promoting communication and feedback within the system. Tejal proposed the use of

Canvas as a platform for faculty communication and suggested creating groups in discussion for each division in the IOTL Faculty resource Canvas course. This course is familiar to the faculty as it is being used as an open repository and site for submitting DE eligibility documentation. Pat agreed adding that discussion accommodate audio/video recordings as well. Tejal invited suggestions for improving this course. The team concluded that Canvas would ensure sustainability and continuity and to continue using the IOTL course as resource and communication site for faculty. The public facing DE website would be designed and developed for Students support. Tejal will reach out to our new marketing director, Niall Adler to get his input on feasibility and design of a DE website for students.

VII. Action Items

VIII. Recognition and Announcements

IX. Adjournment: Meeting adjourned at 4:30 pm

Next DE meeting: 3/12/24

DE Subsequent Qualification Training (SQT)

What do I need to do to maintain eligibility to teach online in Fall 2024?

If your eligibility expired on 8/31/2023, you will need to **complete the Subsequent Qualification Training (SQT) by July 25th** to extend and maintain your eligibility through 5/31/2025 and be eligible to teach in Fall 2024.

How do I know when my DE eligibility expires?

If you have not documented any refresher training in the last two years, then your eligibility most likely has expired. Please reach out to your Dean; they have the list of DE certified faculty and their DE eligibility dates

What is Subsequent Qualification Training (SQT)?

SQT is simply refresher training that faculty complete to maintain their DE eligibility - **at least 4 hours of DE related activities every 2 years.**

What DE activities qualify for SQT?

IOTL workshops, DE sessions at PDD and others approved by the DE committee. The full list of approved activities, workshops, courses and conferences can be found in the IOTL faculty resource canvas course. Here's the [IOTL workshops and Training available this Spring and Summer](#).

When will the IOTL workshops take place?

We will have one every week starting this week. The first IOTL workshop is on February 23rd from 12 pm to 1 pm on Zoom.

I completed the training. How do I get my DE eligibility date updated?

Please complete and **submit the DE Eligibility form** to provide documentation of your DE training once every two years.

Where is the DE Eligibility form?

The form for submitting documentation of DE related activities is housed in the faculty resource canvas course, [Innovation in Online Teaching and Learning\(IOTL\)](#). This is an open canvas course for EVC faculty and you can self-enroll by clicking on the above course link. The form is located on the homepage of the course – scroll down to the Maintaining eligibility for online teaching box and click on the DE eligibility form link.

Why do I need to use the DE eligibility form?

By submitting your documentation through the DE eligibility form every two years, you will help maintain a record of your eligibility expiration date that you can access anytime and update the FEOT list.

What is the FEOT list?

The Faculty Eligibility for Online Teaching (FEOT) list is a record of DE certification and eligibility expiration date for EVC faculty maintained by the DE coordinator and VPAA. This list is updated three times a year (at the end of each term) based on the submissions in the DE form and sent to the Deans.

AS DE Resolution

Academic Senate
Evergreen Valley College

Resolution to support Professional Credentialing for Distance Education Certification and Ongoing Maintenance of ~~Certification~~ DE Eligibility

Whereas, the Academic Senate is the primarily relied upon body for Professional Development under Title 5 Section XXXXX known as 10 +1;

Whereas, the Academic Senate is the primarily relied upon body for supporting quality of instruction under Title 5 Section XXXXX

Whereas, the Distance Education Committee is a standing committee of the Academic Senate;

Whereas the Distance Education Committee has adopted a minimum of 4 hours per 2 years to maintain ongoing DE certification to teach DE courses;

~~Whereas, several disciplines require similar certification and ongoing Certified Education Units to maintain certification including Nursing, Medical and Dental Assisting, Automotive among others;~~
DEC recommends removing this or modifying its since DE eligibility training is not state required on par with these certifications. Title 5 requires that faculty be prepared to teach in DE and stay updated. How that is done is determined by college/district. For us that is the 4 hours/every 2 years subsequent training to maintain eligibility.

Whereas, faculty are professionals and have professional responsibilities and attributes therefore be it;

Resolved that faculty will keep records of their DE courses, webinars and other means of maintaining competency as DE Instructors and provide those records as needed for Program Reviews, Accreditation reports and other similar audits;

Resolved that the Academic Senate will work with the Professional Development committee to create a series of PD sessions on PD days entitled Mandatory trainings that would include DE trainings and further;

Resolved that ~~EVC Senate accept~~ DEC review and approve (concern expressed with this language as there is possibility of faculty taking this to letter and bring it to Senate – DEC recommends keeping the current process - the DE reviews and approves training not on the approved list) reciprocal training and certifications from other community colleges in the CCC system. ~~that match either @One or Edit 22 classes to meet the 4 hours/every 2 years maintaining eligibility requirement.~~

Distance Education Committee

Meeting Minutes of March 12, 2024

Respectfully Submitted by Tejal Naik

Committee Members				Guests	
Tejal Naik (Chair)	X	Vacant (Classified)		Patricia Maroudas	
Maggie Grover (NURS)	X	Ken Nguyen (CTSS)		Nicholas Goodwin	
Michael Ghebream (MSE)		Shashi Naidu (Classified)	X		
Will Thai (COUNS)	X	Robbie Kunkel (Admin)	X		
Vacant (LETC)		Matais Pouncil (VPAA)			
Pat James (At-large)	X	Steven Mentor	X		
Ly- Huong Pham (B&W)	X				
Nasreen Rahim (Past DE Chair)	X				
Raquel Rojas (LA)	X				
Patricia Tirado (SSHAPE)					

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:07 pm

II. Adoption/Approval of Agenda

Agenda was adopted and approved after the addition of an information item on AI summit.

III. Approval of minutes

Meeting minutes from 2-27-25 tabled until the next meeting

IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

Steven Mentor made a public comment about a decision made by San Jose City College's Academic Senate (SJCC-AS) regarding their MOU. The SJCC-AS do not recognize the MOU arguing that the union had no right to negotiate it. Steven asserted that this is incorrect. The Union and the AFT are in conversation about it.

His second comment was regarding the AI Summit to be held in April. He invited the DEC member to participate as attendees or as helpers and to contact him after the meeting if interested.

V. Information Items

- a) DE sessions at March PDD: Tejal announced that she will be hosting two training sessions for March PDD, a Pronto training session and another featuring the use of the Canvas app, iPad and Apple Pencil. The sessions are 1.5 hours each and counting towards refresher training (SQT). The decision to host two instead of one was made to offer more training opportunities for faculty to meet the 4 hours.
- b) ZTC Acceleration Grant: The work has commenced with the first invitation for the cohort sent out and work on getting the courses in the psychology and chemistry pathways underway. There is no ZTC taskforce, and Tejal will be taking on the additional workload of ZTC coordinator.
- c) AI Summit: Pat shared a sample syllabus statements on use of AI in classroom and discussed the collection of AI resources for the upcoming summit. The team also discussed the potential for faculty to use multiple tools beyond Turnitin to detect cheating and the need for tools that integrate directly with Canvas. Tejal commented that samples of syllabus statements on use of AI in the classroom were shared with faculty at the PDD sessions in Fall 2023 and in Spring 2024 and encourage Pat to include them in their AI resources for the upcoming summit.

VI. Action Items

- a) DE MOU and DE Eligibility process: *This item was moved ahead of the discussion item on the Agenda to take care of the process items first as the rest of the meeting would be essentially be a workgroup as the committee updates the DE handbook.* Tejal shared the DE MQT-SQT document (copied at the end) that had been previously discussed and updated based on feedback. The document aims to align the DE certification requirements with a new DE

MOU. The main change was the addition of synchronous training to the certification requirements. Tejal requested the team to review the document and provide any feedback. The team then voted unanimously to approve the recommendations outlined in the document, which Tejal will present to the Academic Senate at their next meeting for approval.

VII. Discussion Items

- a) DE Handbook: Tejal discussed the ongoing work on the DE handbook, which the team had been developing since the last semester. They decided to focus on Chapter 5, which involved updating standards and aligning them with the current situation.

Online course contact hours and virtual equivalence: Tejal proposed adding a section about weekly contact hours for online courses, which Patricia agreed was necessary. The team also agreed to keep the language about "contact hours" consistent throughout the chapter to minimize confusion. Patricia, Tejal, and others discussed the concept of 'contact hours' in online courses, comparing it to face-to-face classes. They considered the inclusion of homework and other assignments as part of the contact hours. The term 'virtual equivalent' was brought up as a way to describe the online courses' alignment with their on-campus counterparts, as per the course outline of record. However, they also acknowledged the additional tasks and responsibilities that online instructors often have, which are not required in face-to-face teaching. The team decided to work on refining the language and concepts discussed, and to consider incorporating this into the curriculum.

Active participation in online course defined: Tejal shared the section she wrote with input from Title 5 and Miracostas handbook, seeking feedback to ensure it aligned with their practices at EVC. The team discussed the definition of active participation in online courses, agreeing that logging in without any activity wasn't enough. They also emphasized the importance

of interactions with the instructor and submission of assessments and assignments. The team decided to eliminate the phrase "logging in" as it could be misinterpreted. They considered differentiating between the first week up to census and after census, but decided against it. The team agreed on the phrase "participating in academic activities such as submitting assessments" as a definition of active participation. Raquel and Tejal discussed the definition of attendance in online, asynchronous courses and decided that the phrase "active participation through completing academic activities" was more appropriate than the original wording. Under Accessibility section 5.3, A concern was raised by Ly and Robbie about the clarity of the instruction regarding the use of alternative text for images, with a suggestion to specify that alternative text should be provided even if a long description is included.

Email Communication and RSI: Pat stressed the importance of using the Canvas inbox for email communication to ensure documentation. Tejal pointed out that ACCJC does not have access to faculty's canvas inbox. Tejal, Ly and Pat agreed that using personal email for such communication could lead to complications and would not meet compliance with federal and state regulations. Raquel suggested simplifying the language to "canvas inbox" to avoid confusion, which Tejal accepted. The team also discussed the use of Zoom for office hours and other meetings, noting the importance of privacy considerations and careful link sharing.

External Chat tools and privacy concerns: Tejal, Pat, and Ly discussed the use of external chat platforms such as Facebook and Discord for class activities, noting the potential student privacy issues. They agreed that it's safer to use integrated platforms like Canvas and Pronto, but acknowledged some courses might require the use of Discord. The team decided to consider adding a disclaimer to inform students about the privacy risks associated with these platforms.

Welcome letter standardization: The committee discussed the content of a welcome letter. Patricia Tirado recommended including minimum items that should be included by faculty in the welcome letter sent to students before the semester begins. They agreed that the letter should contain basic course information including the course description, technology used, textbook, and orientation details. They also considered the idea of adding a hyperlink to a sample or template of the letter to avoid repetition in the handbook. The template would also explain the importance of a welcome letter and its justification. The objective is to make this a standard practice at EVC, with faculty sending a welcome letter one to two weeks before the start of the course.

The committee decided to continue updating the rest of the chapter at the next meeting.

- b) DE Website: This item was tabled until the DE handbook update is complete.

VIII. **Recognition and Announcements**

- IX. **Adjournment:** Meeting adjourned at 4:30 pm

Next DE meeting: 4/9/24

DE MQT-SQT MOU Update to DE Certification and Maintaining DE Eligibility

Timeline

- To be eligible to teach DE beginning Fall semester 2024, all requirements must be completed no later than August 16, 2024.
- To assist faculty with the training requirements of this MOU, training and outside training resources will be provided through July 25, 2024. See [list of workshops, EDIT courses and training](#).

How do I get Certified – eligible to teach DE at EVC?

Through the end of 2024 (Transition to DE MQT-SQT MOU):

To obtain initial DE certification at EVC, you will need to complete the Minimum Qualifications Training (MQT) which is

- Successfully complete **EDIT 022** (or the equivalent @One courses)

This certifies faculty to teach online in Asynchronous (fully online) and Asynchronous hybrid modalities for 2 years.

In addition, faculty need to complete EDIT 015 (or EDIT 028 or @One Live Online Teaching and learning course) to be eligible to teach in Synchronous (zoom) and Synchronous hybrid modalities. Please note EDIT 028 sunsets December 2024.

Beginning 2025 (Aligned with DE MQT-SQT MOU):

To obtain initial DE certification at EVC, you will need to complete the Minimum Qualifications Training (MQT) which is

- Successfully complete **EDIT 022*** (or the equivalent @One courses)

This certifies faculty to teach online in Asynchronous (fully online), Synchronous, and hybrid modalities for 2 years.

* By this time, EDIT 022 will be updated to include Synchronous training.

Please note:

- The DE boot camps only certified faculty to teach during the emergency. Faculty must complete EDIT 22 (or equivalent @One Certificate in Online Teaching and Design) to be DE certified at EVC.
- If faculty have completed EDIT 015 (or EDIT 028 or @Live Online teaching course) BUT HAVE NOT completed EDIT 022, they are not eligible to teach online.

What do I need to do to maintain eligibility to teach online?

To maintain your eligibility to teach online, you will need to complete Subsequent Qualification Training (SQT) on a regular basis which is

- DE-related activities for **at least 4 hours every 2 years**. These activities must be approved by the DE committee and documented. See the list of pre-approved activities at the bottom of this document.

Faculty are responsible for keeping records of their DE courses, webinars, workshops, and other means of demonstrating eligibility. Please complete and **submit the DE Eligibility form** to provide documentation of your DE training once every two years.

How do I know when to complete SQT?

The DEC recommends the following timeline on when you should complete SQT to maintain the 2-year cadence. This is based on the timeframe used by the Deans to assign classes and submit the course schedule.

- To teach for Summer and Fall, the certification must be done by prior intersession. For example, to teach Summer and Fall of 2024, the four hours must be completed by January 2024.
- To teach online for Spring and Intersession, certification must be completed by the previous Summer. So, to teach for Spring and intersession 2025, the four hours must be completed by August 2024.

Where is the DE Eligibility form?

The form for submitting documentation of DE related activities is housed in the faculty resource canvas course, [Innovation in Online Teaching and Learning\(IOTL\)](#). This is an open canvas course for EVC faculty and you can self-enroll by clicking on the above course link. The form is located on the homepage of the course – scroll down to the Maintaining eligibility for online teaching box and click on the DE eligibility form link.

Why do I need to use the DE eligibility form?

By submitting your documentation through the DE eligibility form every two years, you will help maintain a record of your eligibility expiration date that you can access anytime and update the FEOT list.

What is the FEOT list?

The Faculty Eligibility for Online Teaching (FEOT) list is a record of DE certification and eligibility expiration date for EVC faculty maintained by the office of VPAA and DE Coordinator. This list is updated three times a year (at the end of each term) based on the submissions in the DE form and sent to the Deans.

What activities/workshops/courses are pre-approved?

The following are a few examples of DEC (Distance Education Committee) approved workshops, professional development sessions, and courses related to DE. **This is by no means an exhaustive list.** If you intend to participate in a DE-related activity not listed here, please reach out to the DE Chair who will take it to the DE committee for approval. Please note that in general, self-paced non-facilitated courses or training do not qualify as refresher training.

- Attend Innovation in online teaching and learning (IOTL) workshops offered at EVC
- Attend DE sessions at PDD
- Complete EDIT courses (EVC faculty get a fee waiver to take these courses)

- Complete instructor facilitated @One courses (they cannot be self-paced)
- Attend POCR norming sessions (Please note: CVC requires certified POCR faculty to attend at least two (2-hour) workshops each year)
- Attend CVC-OEI workshops on best practices in online teaching
- Attend training webinars offered by CCC Accessibility Center
- Attend Conferences related to DE
 - [CCC – TechConnect’s Online Teaching Conference \(OTC\)](#)
 - [InstructureCon](#)
 - Peralta Online Equity Conference
- Obtain ACUE Micro credentials related to online teaching.
- Curate/Create OER that is published on LibreText and adopted for teaching at EVC.
- Attend training webinars offered by CCC Accessibility Center
- Pre-approved Technology Training offered at SJECCD
- Complete selected Instructor facilitated courses related to online teaching from Coursera (Please check with DE coordinator)
- Equivalent DE Training offered at other community colleges (Please check with DE Coordinator)
- POCR LITE review of faculty's online course (subject to funding)

Distance Education Committee

Meeting Minutes of April 9th, 2024

Respectfully Submitted by Tejal Naik

Committee Members				Guests	
Tejal Naik (Chair)	X	Vacant (Classified)		Charlie	
Maggie Grover (NURS)	X	Ken Nguyen (CTSS)			
Michael Ghebream (MSE)	X	Shashi Naidu (Classified)			
Will Thai (COUNS)	X	Eric Narveson (ACCC Chair)			
Vacant (LETC)		Robbie Kunkel (Admin)	X		
Pat James (At-large)	X	Matais Pouncil (VPAA)			
Ly- Huong Pham (B&W)	X	Steven Mentor (CTC Chair)	X		
Nasreen Rahim (Past DE Chair)	X				
Raquel Rojas (LA)	X				
Patricia Tirado (SSHAPE)	X				

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:07 pm

II. Adoption/Approval of Agenda

Agenda was adopted and approved after the addition of an information item on AI summit.

III. Approval of minutes

Meeting minutes from 2-27-2024 and 3-12-24 approved through Consent agenda.

IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

V. Information Items

- DE MQT-SQT update from AS: Due to time constraints, Senators were asked to review the document and the item was moved to Action item for the next meeting.
- DE committee information request for Governance handbook: Tejal discussed a request from the Academic Senate for committee information to be included in the Governance Handbook. Tejal confirmed that the information in the shared

document (attached to these minutes) was updated in the Fall of 2021 on the committee webpage. It has merely been edited for accessibility and updates to terminology (Course Management System to Learning Management System). This document after review by the DEC will be sent to the Academic Senate.

- c) IOTL Workshops – Faculty Show and Tell: The IOTL workshops this semester have been popular and well received, with many positive feedback comments. Raquel confirmed that the workshops were being recorded and uploaded to the IOTL Canvas course page.
- d) DE sessions at March PDD: The March PDD breakout sessions on the Pronto Chat App and Magic of iPad were also well attended and faculty found them, engaging, enjoyable and informative.

VI. DEC approval for refresher training activity

- a) DEC Refresher Training Incentive for Faculty Show and Tell: Shanna Erickson, Ly-Huong Pham, Nasreen Rahim, Guy Ras, approved through Consent agenda. The training incentive is designed to encourage faculty to present at IOTL workshops and is offered as 2 hours of refresher training credit for every 1 hour session presented.
- b) Huma Saleem – Sabbatical presentation with AI discussion: English faculty Huma Saleem requested approval to offer faculty attending her presentation followed by a discussion on challenges and rewards in using AI and online teaching, 1-hour refresher training credit. The committee praised the well-prepared presentation and discussion prompts and agreed would meet the criteria for refresher training and benefit the campus. The committee considered categorizing such presentations under the Faculty Show & Tell incentive program due to its potential to enhance professional development and faculty engagement. The committee discussed having a formal process, with clear criteria and rubric and it was suggested that the going forward the faculty bring their request to the DEC in person. Tejal proposed revisiting the decision-making process at a later meeting to allow further consideration and input from all parties.

There were concerns raised about faculty members presenting their research findings after a sabbatical, arguing that it could establish a problematic precedent and potentially lead to double dipping.— faculty are required to attend division meetings. and whether it would be open to all faculty. A motion was put forward to support the request to provide refresher training credit to attendees at the presentation and discussion if it was scheduled outside of the division meeting (that faculty are required to attend), and is open to all faculty. The committee unanimously voted yes on this motion. Tejal will communicate this conditional approval decision to the faculty.

VII. Discussion Items

- a) Self-reflective Assessment Survey: Tejal discussed the annual self-reflective assessment survey for distance education faculty, which is used to gather feedback and guide workshop development. The committee reviewed the survey questions and agreed to proceed with the current survey questions. The survey is set to be distributed by the VPAA, with optional personal information data collection. Steven Mentor, the CTC Chair, brought up the AI faculty survey, which he proposed to be circulated separately but complementary. The committee concurred.
- b) Online Faculty Observation Form: Nasreen Rahim brought the committee attention to the new faculty observation form for online courses negotiated in the contract. Tejal confirmed the availability of the updated evaluation form in the contract's appendices. This information has not been communicated to all the Deans and it was agreed to be communicated to all the division offices and made available on the ED committee's page. The need for better communication regarding changes to faculty evaluation forms was emphasized; it was agreed that providing this information did not fall under the DEC purview; however, the DEC could provide training to both the observer and observe in using the new form. provide training.

- c) Pope Tech Accessibility Dashboard: Tejal shared with the committee the addition of the new Pope Tech Accessibility Dashboard tool to the navigation menu in Canvas. She and Audrey Blumeneau (SJCC DE Coordinator) had been working on getting this tool upgrade added since last semester. She did a short demo of this additional suite of accessibility tools that allow you to check your entire course or courses for accessibility. We still have the previous tool that only allows you to check one canvas page at a time. She praised ITSS – particularly Anna Lamb who worked on integrating this essential tool despite their heavy workload.
- d) DE Handbook – Chapter 5 & 6: Tejal summarized the progress on the DE Handbook project, with the completion of the first four sections, and asked the committee to review the remaining two sections; it will be presented as an information item at the next Senate meeting.

VIII. **Recognition and Announcements**

Tejal announced that she had obtained funding from Dean Fuentes for the POOCR Academy, a program intended to support T&I, Nursing and CTE faculty to develop high quality asynchronous online courses that are engaging and inclusive to provide optimal student learning and experience. The program, limited to two cohorts of 4-5 members each, will run for a semester and provide support in course design, online teaching pedagogy and the use of Canvas tools. Tejal emphasized that the program aims to improve faculty engagement in distance education, align courses with the CVC-OEI Rubric, and receive a “Quality Reviewed” badge. Tejal shared the POOCR flyer with the committee (attached here) and will send it out with more details.

IX. **Adjournment: Meeting adjourned at 4:25 pm**

Next DE meeting: 4/23/24

Distance Education Committee (DEC)

Charge

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Specifically, this committee will:

- Provide guidance in identifying appropriate approval process of online and hybrid courses.
- Provide campus-wide training utilizing the Online Education Initiatives (OEI) Rubric.
- Promote LMS and OEI Rubric through division/departments and campus activities.
- Provide input to the online evaluation form(s) (ex: online courses and faculty).
- Provide input to the Distance Education Plan

Academic Senate supports DEC work by:

- Actively contributing to the culture of online and hybrid learning while helping to lead campus efforts to increase DE courses.
- Supporting OEI assessment activities by participating in assessments, and adopting best practices rubric and the LMS to offer GE courses through the State of California Exchange program.
- Reporting back to divisions, and linking with the DE policies of the State of California.

Membership

Approved by AS: 11/16/2021

Faculty (7) - one from each division as determined by the division

Adjunct Faculty (1) - from EVC adjunct faculty

Administrator at Large (2) - Deans, VPAA, appointed by President

Classified (2) – Recommended by Classified Senate

CTSS (1)

Curriculum Chair or designee (1)

At large (1) - EVC faculty

Past Coordinator (1)

Student representative (1) - nonvoting member

Chair: DE Faculty Coordinator elected by DE committee.

Term: All members are elected/appointed for two years, renewable by appropriate constituent group.

Meeting: 2nd & 4th Tuesday of each month, 3:00pm- 4:30pm

Attendance: The committee may elect to enforce the three consecutive unexcused absences as a term of vacancy but must make reasonable attempts to contact the member prior to announcing the vacancy to the appropriate constituency.

POCR ACADEMY



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For faculty teaching Nursing, T&I and other CTE courses

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**Space is limited.
Sign up now!**



**CONTACT US NOW
FOR MORE INFORMATION**



Tejal.Naik@evc.edu

Distance Education Committee

Meeting Minutes of April 23rd, 2024

Respectfully Submitted by Tejal Naik

Committee Members				Guests	
Tejal Naik (Chair)	X	Vacant (Classified)		Nicholas Goodwin	
Maggie Grover (NURS)	X	Ken Nguyen (CTSS)			
Michael Ghebream (MSE)	X	Shashi Naidu (Classified)			
Will Thai (COUNS)	X	Eric Narveson (ACCC Chair)			
Vacant (LETC)		Robbie Kunkel (Admin)	X		
Pat James (At-large)		Matais Pouncil (VPAA)			
Ly- Huong Pham (B&W)	X	Steven Mentor (CTC Chair)	X		
Nasreen Rahim (Past DE Chair)					
Raquel Rojas (LA)	X				
Patricia Tirado (SSHAPE)	X				

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:07 pm

II. Adoption/Approval of Agenda

Agenda was adopted and approved as is. Moved by Patricia Tirado, Second by Maggie Grover.

III. Approval of minutes

Meeting minutes from 4-9-24 approved through Consent agenda.

IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

V. DE Chair Report

DEC charge and membership document (attached) was sent to the AS. The DE MQT-SQT document (attached) was shared at the May 16th AS meeting under discussion item. Senator Espinoza requested a brief document that only lists the changes (the document shared was too overwhelming) that the Senate can vote on. Tejal will work with the Senate

President to craft the document and it will be on Action item at the next meeting.

Huma Saleem's sabbatical presentation will be on May 3rd from 10:30 to 11:30 am and faculty attending will receive one-hour credit towards their DE eligibility.

DE Handbook was added on the Senate agenda as a discussion item. The working copy with the changes/highlights and version history, as well as a clean copy was emailed to the Senators for review. If all goes well, it will be moved to Action item and changes approved.

VI. Information Items

a) DE sessions for Fall PDD: Tejal proposed two hands-on workshops for Fall PDD.

1. Using AI as a teaching assistant, in collaboration with Ly- Huong Pham, an AI expert. Steven suggested preparing faculty in advance through materials and an AI survey, and proposed follow-up sessions to assess the use and effectiveness of AI.
2. Using Studio and other videos tools to create engagement and interaction in online courses. The workshop will include captioning to meet accessibility. Patricia Tirado clarified that the session would include creating interactive videos using Play Posit, an interactive tool integrated into Canvas and synched to the Gradebook.

Tejal encouraged members and faculty to participate in these workshops, especially those already using AI, to help dispel any fears and misconceptions about AI.

VII. Discussion Items

- a) DE Handbook – section 5: Tejal discussed the development and review process of the organization's handbook. She highlighted that the handbook's first four sections were completed and sought feedback on the remaining, blue-highlighted sections, indicating they were still under discussion and could be modified or updated. Tejal also provided a summary of the changes made since the last meeting and asked for further

input. The discussion also touched on the importance of professional development for instructors to keep up with the rapidly changing regulations and features of the learning management system.

section 5.2: Raquel, Tejal, Nicholas, and Will discussed the language and grammar used in their documentation, particularly focusing on the equivalence of online and on-campus classes. They agreed on the need for virtual classes to be a 'virtual equivalent' of on-campus classes, with the same contact hours and learning time per credit unit. The team also reviewed and suggested edits to improve the clarity and professionalism of the documentation, debated the use of the acronym "LDA" for "last day of attendance," and discussed the specifics of hybrid classes.

section 5.3: Updates and corrections were discussed with focus on accessibility requirements to align with the DE addendum on CurriQunet. It was decided that all images, unless they are decorative, need to have alternative text, and if the image is complicated, then they will need to have descriptions as well, either before the image, after the image or in the content itself. They also discussed the requirement for frequent communication, which should not be distinguished between synchronous and asynchronous modalities. A question regarding the possibility of integration of Discord into Canvas was raised. Tejal will follow up.

section 5.2.5: The committee discussed the communication methods between faculty and students. They agreed that faculty should not use their personal emails for student communication, instead recommending the use of college email or Canvas inbox. The team also noted that personal emails would not reflect the professional capacity of the instructors. Language was added to clarify the different options for communication and make it clear when to use each method. The team agreed to remove certain examples and terminology for clarity and consistency. They also discussed the use of integrated and non-integrated apps in their courses, deciding to only

mention the integrated app, Pronto, to avoid confusion. Lastly, they deliberated on the policy regarding the use of proctoring software for online courses, recommending Respondus. The current draft/working copy will be shared at the Academic Senate meeting.

VIII. [Recognition and Announcements](#)

IX. [Adjournment: Meeting adjourned at 4:29 pm](#)

Next DE meeting: 5/14/24

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Charge

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- Supporting OEI assessment activities by participating in assessments, and adopting best practices rubric and the LMS to offer GE courses through the State of California Exchange program.
- Reporting back to divisions, and linking with the DE policies of the State of California.

Membership

Approved by AS: 11/16/2021.

Faculty (7) - one from each division as determined by the division.

Adjunct Faculty (1) - from EVC adjunct faculty

Administrator at Large (2) - Deans, VPAA, appointed by President.

Classified (2) – Recommended by Classified Senate

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Curriculum Chair or designee (1)

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Past Coordinator (1)

Student representative (1) - nonvoting member

Chair: DE Faculty Coordinator elected by DE committee.

Term: All members are elected/appointed for two years, renewable by appropriate constituent group.

Meeting: 2nd & 4th Tuesday of each month, 3:00pm- 4:30pm

Attendance: The committee may elect to enforce the three consecutive unexcused absences as a term of vacancy but must make reasonable attempts to contact the member prior to announcing the vacancy to the appropriate constituency.

DE Certification and Eligibility Update to align with MOU Spring 2024

Timeline

- To be eligible to teach DE beginning Fall semester 2024, all requirements must be completed no later than August 16, 2024.
- To assist faculty with the training requirements of this MOU, training and outside training resources will be provided through July 25, 2024. See [list of workshops, EDIT courses and training](#).

How do I get Certified – eligible to teach DE at EVC?

Through the end of 2024 (Transition to DE MQT-SQT MOU):

To obtain initial DE certification at EVC, you will need to complete the Minimum Qualifications Training (MQT) which is

- Successfully complete **EDIT 022** (or the equivalent @One courses)

This certifies faculty to teach online in Asynchronous (fully online) and Asynchronous hybrid modalities for 2 years.

In addition, faculty need to complete EDIT 015 (or EDIT 028 or @One Live Online Teaching and learning course) to be eligible to teach in Synchronous (zoom) and Synchronous hybrid modalities. Please note EDIT 028 sunsets December 2024.

Beginning 2025 (Aligned with DE MQT-SQT MOU):

To obtain initial DE certification at EVC, you will need to complete the Minimum Qualifications Training (MQT) which is

- Successfully complete **EDIT 022***(or the equivalent @One courses)

This certifies faculty to teach online in Asynchronous (fully online), Synchronous, and hybrid modalities for 2 years.

* By this time, EDIT 022 will be updated to include Synchronous training.

Please note:

- The DE boot camps only certified faculty to teach during the emergency. Faculty must complete EDIT 22 (or equivalent @One Certificate in Online Teaching and Design) to be DE certified at EVC.
- If faculty have completed EDIT 015 (or EDIT 028 or @Live Online teaching course) BUT HAVE NOT completed EDIT 022, they are not eligible to teach online.

What do I need to do to maintain eligibility to teach online?

To maintain your eligibility to teach online, you will need to complete Subsequent Qualification Training (SQT) on a regular basis which is

- DE-related activities for **at least 4 hours every 2 years**. These activities must be approved by the DE committee and documented. See the list of pre-approved activities at the bottom of this document.

Faculty are responsible for keeping records of their DE courses, webinars, workshops, and other means of demonstrating eligibility. Please complete and **submit the DE Eligibility form** to provide documentation of your DE training once every two years.

How do I know when to complete SQT?

The DEC recommends the following timeline on when you should complete SQT to maintain the 2-year cadence. This is based on the timeframe used by the Deans to assign classes and submit the course schedule.

- To teach for Summer and Fall, the certification must be done by prior intersession. For example, to teach Summer and Fall of 2024, the four hours must be completed by January 2024.
- To teach online for Spring and Intersession, certification must be completed by the previous Summer. So, to teach for Spring and intersession 2025, the four hours must be completed by August 2024.

Where is the DE Eligibility form?

The form for submitting documentation of DE related activities is housed in the faculty resource canvas course, [Innovation in Online Teaching and Learning\(IOTL\)](#). This is an open canvas course for EVC faculty and you can self-enroll by clicking on the above course link. The form is located on the homepage of the course – scroll down to the Maintaining eligibility for online teaching box and click on the DE eligibility form link.

Why do I need to use the DE eligibility form?

By submitting your documentation through the DE eligibility form every two years, you will help maintain a record of your eligibility expiration date that you can access anytime and update the FEOT list.

What is the FEOT list?

The Faculty Eligibility for Online Teaching (FEOT) list is a record of DE certification and eligibility expiration date for EVC faculty. The DE Coordinator maintains and reviews the Faculty Eligibility for Online Teaching (FEOT) list and ensures in collaboration with the Office of Instruction and Vice-President of Academic Affairs that the list is updated and current. This list is updated three times a year (at the end of each term) based on the submissions in the DE form and sent to the Deans by the DE Coordinator.

What activities/workshops/courses are pre-approved?

The following are a few examples of DEC (Distance Education Committee) approved workshops, professional development sessions, and courses related to DE. **This is by no means an exhaustive list.** If you intend to participate in a DE-related activity not listed here, please reach out to the DE Chair who will take it to the DE committee for approval. Please note that in general, self-paced non-facilitated courses or training do not qualify as refresher training.

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- Equivalent DE Training offered at other community colleges (Please check with DE Coordinator)
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**CONTACT US NOW
FOR MORE INFORMATION**



Tejal.Naik@evc.edu

Distance Education Committee

Meeting Minutes of May 14th, 2024

Respectfully Submitted by Tejal Naik

Committee Members				Guests	
Tejal Naik (Chair)	X	Vacant (Classified)			
Maggie Grover (NURS)	X	Ken Nguyen (CTSS)			
Michael Ghebream (MSE)		Shashi Naidu (Classified)			
Will Thai (COUNS)	X	Eric Narveson (ACCC Chair)			
Vacant (LETC)		Robbie Kunkel (Admin)	X		
Pat James (At-large)		Matais Pouncil (VPAA)			
Ly- Huong Pham (B&W)	X	Steven Mentor (CTC Chair)			
Nasreen Rahim (Past DE Chair)	X				
Raquel Rojas (LA)	X				
Patricia Tirado (SSHAPE)	X				

I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:07 pm

II. Adoption/Approval of Agenda

Agenda was adopted and approved as is.

III. Approval of minutes

Meeting minutes from 4-23-24 approved through Consent agenda.

IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

V. DE Chair Report

Tejal provided an update on the tools and technology purchases for the community colleges. She mentioned the STAC program, which is a systemwide collaboration between CCCCO, Collegebuys program and CVC through which the STAC form with a list of vendors and prices is sent for community colleges to consider. The subscription for the following technology tools will be renewed for the 2024-202 academic year: NameCoach, Pronto and Pisces tutoring. Tejal

pointed out that Turnitin with AI Checker is not purchased through STAC but through CCLC. There is a difference between the invoice from CCLC and quoted rate on STAC for Turnitin, with STAC being considerably less. She plans to follow up and will report back in Fall. She also noted that with Academic Senates appointment of DEC Chair on the ACCC committee, which meets at the same time as the District Technology Committee, she has been attending the all college curriculum committee instead of the District technology committee.

VI. Information/Discussion Items

- a) Tool/Technology: Nasreen inquired about the continued payment and usage of the name coach software, expressing interest in knowing its popularity. Tejal clarified that there was a previous discussion about this in the fall, but no data was available at the time. An issue with the current captioning system's(Studio) inability to support Vietnamese language was also identified, and it was agreed that this would be addressed in the fall.
- b) IOTL workshops update: Tejal reported that IOTL workshops have been well received and well-attended by faculty. She shared some of the positive comments and feedback from workshop attendees. They have also been attended by faculty from other colleges to meet their DE training requirements. The Faculty Show and Tell incentive was a success with four faculty stepping up to showcase their DE skills and knowledge. Tejal discussed the upcoming fall PDD workshops for faculty, which will include sessions on video resources, captioning with Canvas Studio and 3 C Media. And AI usage as a teaching assistant.
- c) DE Refresher training clarification: Raquel interjected with a question about a faculty's request for credit towards certification for watching recordings of IOTL workshops. Tejal clarified that their current policy only allows live attendance to fulfill certification requirements, not video recordings. However, the committee agreed to revisit this issue in the fall, considering the addition of an assessment at the end of watching the recordings. Ly

suggested including a certificate of attendance or evidence of watching at the end of the recordings to maintain the same model as in-person attendance. Tejal discussed plans for offering practical assessments or asynchronous training modules for workshop participants in the fall. She also shared positive feedback received from workshop attendees, indicating that the one-hour format was appreciated.

- d) CVC consortium update: On the consortium update, Tejal mentioned that efforts were underway to reduce transcript costs for students and to integrate the accommodation process into the class registration procedure for teaching colleges.

VII. [Recognition and Announcements](#)

Robbie recognized Tejal's

VIII. [Adjournment: Meeting adjourned at 3:45 pm](#)

Next DE meeting: 9/10/24

Distance Education Committee (DEC)

Charge

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Specifically, this committee will:

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- Promote LMS and OEI Rubric through division/departments and campus activities.
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Academic Senate supports DEC work by:

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- Supporting OEI assessment activities by participating in assessments, and adopting best practices rubric and the LMS to offer GE courses through the State of California Exchange program.
- Reporting back to divisions, and linking with the DE policies of the State of California.

Membership

Approved by AS: 11/16/2021.

Faculty (7) - one from each division as determined by the division.

Adjunct Faculty (1) - from EVC adjunct faculty

Administrator at Large (2) - Deans, VPAA, appointed by President.

Classified (2) – Recommended by Classified Senate

CTSS (1)

Curriculum Chair or designee (1)

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Student representative (1) - nonvoting member

Chair: DE Faculty Coordinator elected by DE committee.

Term: All members are elected/appointed for two years, renewable by appropriate constituent group.

Meeting: 2nd & 4th Tuesday of each month, 3:00pm- 4:30pm

Attendance: The committee may elect to enforce the three consecutive unexcused absences as a term of vacancy but must make reasonable attempts to contact the member prior to announcing the vacancy to the appropriate constituency.

DE Certification and Eligibility Update to align with MOU Spring 2024

Timeline

- To be eligible to teach DE beginning Fall semester 2024, all requirements must be completed no later than August 16, 2024.
- To assist faculty with the training requirements of this MOU, training and outside training resources will be provided through July 25, 2024. See [list of workshops, EDIT courses and training](#).

How do I get Certified – eligible to teach DE at EVC?

Through the end of 2024 (Transition to DE MQT-SQT MOU):

To obtain initial DE certification at EVC, you will need to complete the Minimum Qualifications Training (MQT) which is

- Successfully complete **EDIT 022** (or the equivalent @One courses)

This certifies faculty to teach online in Asynchronous (fully online) and Asynchronous hybrid modalities for 2 years.

In addition, faculty need to complete EDIT 015 (or EDIT 028 or @One Live Online Teaching and learning course) to be eligible to teach in Synchronous (zoom) and Synchronous hybrid modalities. Please note EDIT 028 sunsets December 2024.

Beginning 2025 (Aligned with DE MQT-SQT MOU):

To obtain initial DE certification at EVC, you will need to complete the Minimum Qualifications Training (MQT) which is

- Successfully complete **EDIT 022***(or the equivalent @One courses)

This certifies faculty to teach online in Asynchronous (fully online), Synchronous, and hybrid modalities for 2 years.

* By this time, EDIT 022 will be updated to include Synchronous training.

Please note:

- The DE boot camps only certified faculty to teach during the emergency. Faculty must complete EDIT 22 (or equivalent @One Certificate in Online Teaching and Design) to be DE certified at EVC.
- If faculty have completed EDIT 015 (or EDIT 028 or @Live Online teaching course) BUT HAVE NOT completed EDIT 022, they are not eligible to teach online.

What do I need to do to maintain eligibility to teach online?

To maintain your eligibility to teach online, you will need to complete Subsequent Qualification Training (SQT) on a regular basis which is

- DE-related activities for **at least 4 hours every 2 years**. These activities must be approved by the DE committee and documented. See the list of pre-approved activities at the bottom of this document.

Faculty are responsible for keeping records of their DE courses, webinars, workshops, and other means of demonstrating eligibility. Please complete and **submit the DE Eligibility form** to provide documentation of your DE training once every two years.

How do I know when to complete SQT?

The DEC recommends the following timeline on when you should complete SQT to maintain the 2-year cadence. This is based on the timeframe used by the Deans to assign classes and submit the course schedule.

- To teach for Summer and Fall, the certification must be done by prior intersession. For example, to teach Summer and Fall of 2024, the four hours must be completed by January 2024.
- To teach online for Spring and Intersession, certification must be completed by the previous Summer. So, to teach for Spring and intersession 2025, the four hours must be completed by August 2024.

Where is the DE Eligibility form?

The form for submitting documentation of DE related activities is housed in the faculty resource canvas course, [Innovation in Online Teaching and Learning\(IOTL\)](#). This is an open canvas course for EVC faculty and you can self-enroll by clicking on the above course link. The form is located on the homepage of the course – scroll down to the Maintaining eligibility for online teaching box and click on the DE eligibility form link.

Why do I need to use the DE eligibility form?

By submitting your documentation through the DE eligibility form every two years, you will help maintain a record of your eligibility expiration date that you can access anytime and update the FEOT list.

What is the FEOT list?

The Faculty Eligibility for Online Teaching (FEOT) list is a record of DE certification and eligibility expiration date for EVC faculty. The DE Coordinator maintains and reviews the Faculty Eligibility for Online Teaching (FEOT) list and ensures in collaboration with the Office of Instruction and Vice-President of Academic Affairs that the list is updated and current. This list is updated three times a year (at the end of each term) based on the submissions in the DE form and sent to the Deans by the DE Coordinator.

What activities/workshops/courses are pre-approved?

The following are a few examples of DEC (Distance Education Committee) approved workshops, professional development sessions, and courses related to DE. **This is by no means an exhaustive list.** If you intend to participate in a DE-related activity not listed here, please reach out to the DE Chair who will take it to the DE committee for approval. Please note that in general, self-paced non-facilitated courses or training do not qualify as refresher training.

- Attend Innovation in online teaching and learning (IOTL) workshops offered at EVC
- Attend DE sessions at PDD
- Complete EDIT courses (EVC faculty get a fee waiver to take these courses)
- Complete instructor facilitated @One courses (they cannot be self-paced)
- Attend POCR norming sessions (Please note: CVC requires certified POCR faculty to attend at least two (2-hour) workshops each year)
- Attend CVC-OEI workshops on best practices in online teaching
- Attend training webinars offered by CCC Accessibility Center
- Attend Conferences related to DE
 - [CCC – TechConnect’s Online Teaching Conference \(OTC\)](#)
 - [InstructureCon](#)
 - Peralta Online Equity Conference
- Obtain ACUE Micro credentials related to online teaching.
- Curate/Create OER that is published on LibreText and adopted for teaching at EVC.
- Attend training webinars offered by CCC Accessibility Center
- Pre-approved Technology Training offered at SJECCD
- Complete selected Instructor facilitated courses related to online teaching from Coursera (Please check with DE coordinator)
- Equivalent DE Training offered at other community colleges (Please check with DE Coordinator)
- POCR LITE review of faculty's online course (subject to funding)

POCR ACADEMY



WHO IS IT FOR?

For faculty teaching Nursing, T&I and other CTE courses

WHAT IS IT?

A community of practice to develop high quality asynchronous online courses that are engaging and inclusive to provide optimal student learning and experience.

WHY SHOULD I JOIN?

You will have your courses POCR reviewed, certified, and receive a “quality-reviewed” badge. Badged courses have the potential to increase student enrollment and retention.

HOW MUCH WILL I GET PAID?

As course author you will get an **NIA for up to 22 hours** to revise and redesign your existing online course in Canvas to align with the CVC-OEI Rubric.

WHEN IS IT?

We will have **two 16-week cohorts**, 4 - 5 faculty per cohort - one in **Fall 2024** and one in **Spring 2025**. Participant sign-up for both cohorts will be done in Spring 2024.

**Space is limited.
Sign up now!**



**CONTACT US NOW
FOR MORE INFORMATION**



Tejal.Naik@evc.edu