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**Districtwide Distance Education Steering Committee (DDESC)**

**20th Year Anniversary!**

**Meeting Notes**

**Monday, April 4, 2022**

**12:00-1:30**

**Via Zoom**

**Members:** Aileen Gum, Anne Gloag, Angela Romero, Brian Weston, Brian Palimiter, Chris Rodgers, Claudia Tornsaufer, Dave Giberson, Denise Maduli-Williams, Ingrid Greenberg, Iris Lowe, Jeff Mills, Katie Palacios, Mary Kingsley, Maureen Curry, Michelle Gray, Peter Haro, Peter Tea, Poppy Fitch, Rechelle Mojica, Robbi Ewell, Russ English, Sandra Pesce, Sarah Dunn, Susan Topham, Trenton Tidwell, and Tucker Grimshaw

**Meeting Notes**

The group approved March 7, 2022 Meeting Notes. Ingrid moved to approve, Michelle seconded.

**Online Student Attendance and Participation**

Last year we went through a thorough update of SDCCD’s Distance Education Handbook. DDESC has agreed that SDOLP will update sections of the handbook as-needed. This year we took a closer look at the *student attendance* portion when it was brought to our attention that California Community Colleges were the target of 1,000s of fraudulent student applications targeting financial aid given to community college students during the pandemic via grants and pandemic relief funds. Online Learning Pathways drafted an update the handbook ‘Online Student Attendance and Participation.’ The approved faculty handbook can be found on our website at <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/de_handbook.aspx>. Brian thanked Peter and the Mentors for their work on the Student Authentication revisions. The changes made will not only help identify fraud but also help identify students who are inactive that will have a lesser chance of success. Ingrid requested that we add the word ‘participation’ instead of just ‘authentication.’ The proposed change attendance change is located under Attendance: “Student *participation* and authentication”. Ingrid moved to approve, Michelle seconded the changes. The revised section is approved and the document will be integrated into the DE Faculty Handbook. The next section that will be looked at is *Regular and Substantive Interaction* to help clarify that language for everyone to make sure that we are promoting best practices in that area.

**DE Crosswalk**

This group has worked on clarifying modalities across the district. It is important to explain what each modality means to make sure that it is clear for faculty and students. Brian summed it up for the group by providing a description of each modality. We have defined that 100% online classes are called ‘Fully Online,’ and ‘Partially Online’ has at least one class meeting or exam on campus while the rest of instruction is online. We have two new modalities; ‘HyFlex’ is a course design model that combines face-to-face with online learning that gives students options for attending in person, and/or participating virtually, and ‘Online Live’ which requires online synchronous meetings.

The use of ‘TBD’ under *location* in the class schedule was undesirable and has been requested to be taken out of the schedule. There was a request to either replace the *location* with ‘online no meeting times’ or ‘online with required meeting time.’ We also have the change from CCE to change ‘alternative site’ to ‘community site.’ Brian will be working on comments and suggestions with Dean DeVore to see if changes can be implemented. Brian shared a link to internal DE Crosswalk with the group. Brian’s goal is to take the document and work with Dean DeVore to see what we can implement and how we advertise courses to the public. Ingrid asked if ‘Online Live’ could be added to the spreadsheet.

Michelle reminded the group that Deans, administrative assistants, schedule preparers, faculty and students all need clarity on modality. Brian will work with District staff to make sure all of our systems use the same terminology.

**New Online Course Option for OLP ProDev**

Online Learning Pathway’s Dave Giberson is seeking other methods to deliver online trainings to faculty. Dave is creating new faculty Professional Development opportunities with pre-recorded workshops in Canvas Studio, he embeds checks for understanding along the way to confirm participation. Dave provides many trainings each month that are recorded and housed on our OnDemand site. These new workshops are different in they are designed to address the popular issues faculty are facing in distance education and are available to instructors at their convenience. SDOLP plans to offer ‘open hours’ to provide additional support. Dave has created two open-entry workshops so far, Mary will be advertising, and we will see how well they are received. We hope they will provide the training convenience our faculty are seeking. We will keep looking to see if we can expand these offerings or see if there's any other ways we can meet faculty’s needs for professional development.

**ESSW Software Update**

The district had planned to continue our Canvas Studio contract with local funds. The State announced at the end of March that they will be covering the cost for the license for another year. Canvas Studio is very popular and has experienced heavy use within our district for the last two years.

The district is currently using Unicheck for anti-plagiarism software needs, after thorough review we will be transitioning to TurnItIn this summer. The district has signed a contract to purchase a *TurnItIn Similarity* license for districtwide use. SDOLP will be providing tutorials and support throughout the transition.

Zoom Subaccounts will be launched this summer on July 1st. SDOLP will be offering guidance and workshops for faculty. Currently, Zoom is provided to us by TechConnect through one main account. Implementation of subaccounts will allow for SDCCD to have a group account under that main account. The District will have more control of settings and can customize Zoom for our needs. Also, instead of the *CCCConfer address* we will be using *sdccd-edu.zoom.us address* url. The migration will take place over a weekend. IT has been helping with the transition and will be putting out an information campaign before July 1. Peter shared that we will have single sign-on capabilities ready for the zoom subaccount. The Districtwide Microsoft 365 is being implemented along with the long awaited student emails. Students will be provided software access (Word, Excel, PowerPoint, etc.) through Microsoft 365 and will also be issued sdccd.edu emails. The project will be implemented in two parts, Microsoft will launch in June of this year, then student emails in July. Ingrid would like to see a student focus group on the rollout to evaluate the student experience.

ASSJC held a webinar ‘Changes in Distance Education Regulations’ where Coastline, Capellini, and Moreno Valley presented on accreditation’s look at *regular and substantive interaction*, the accreditation teams not only want documentation but they want to know where the information is being kept. We will help disseminate updated information and help prepare instructors to make sure that we understand those changes and how we can best implement them. You can view the webinar recording here:

<https://us02web.zoom.us/rec/play/HKVWLF7803BOLg17I0do_TwKbkwEXjHpsq9KxYAqYVDdq29zJIKZbZDIN8HLXRwE5kvlIGMZaP0_XIXY.GK7TVM870AzTdE9g>

Notes on providing direct instruction;

b) Assessing or providing feedback on a student’s coursework;

c) Providing information or responding to questions about the content of a course or competency;

d) Facilitating a group discussion regarding the content of a course or competency; or

Other instructional activities approved by the institution’s or program’s accrediting agency.

**Announcements**

Brian announced that 2022 Online Teaching Conference will be held in person this year in Long Beach from June 29-July 1, 2022. More information can be found here <http://onlineteachingconference.org/>

InstructureCon 2022 will be held online again on July 14, 2022. This event will be free for all virtual attendees.

**Next Meeting:** *May 2, 2022*

*Respectfully submitted by: Mary Kingsley, SDOLP*