****

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

**Meeting Notes**

**Monday, November 14, 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 September 12 and October 3 meeting notes. Rechelle moved to approve, Michelle seconded.

**Online Faculty Certification Program (OFCP) Revamp**

All faculty teaching online need to be certified through the Online Learning Pathways Online Faculty Certification Program or equivalent. The OFCP has been refreshed to meet the needs of the changing landscape in online teaching and learning. Through 2019-2020 we met the pandemic with an onslaught of instructors needing training. Peter reviewed each module and the updates. OFCP emphasized instructors build their courses in their development shells; when they are finished with the OFCP, they have their development shell as a resource to use to build their courses.

SDCCD OLP referred to the CVC/OEI course Rubric regarding organization, interaction, and accessibility. While discussing Module #4: *Accessibility and Crating Course Content*. Regarding accessibility, Ingrid commented that some instructors are pushing back on using live captions. Instructors have reported that editing live captions is a lot of work and some would rather not use them all together. Rechelle discussed some alternatives like using live-captions for one-time use. If there are no official requests for captions then the extra work of editing captions would not be required. Chris reminded the group that OFCP requires instructors record a video and caption the video giving them experience in captioning. The OFCP course addresses captioning in YouTube, Zoom and Canvas Studio. Office 365 tools will be included as they become available. Rechelle shared that we can take a look closer at what is an acceptable accommodation for a *verified disability* versus what is the general benefit for all students.

**CVC and Peer Online Course Review**

CVC is removing the 20% POCR requirement to be part of the consortium. We have shared our intent to be part of the November 2023 cohort. The colleges are currently establishing Peer Online Course Review Teams.

Ingrid and others reported that AFT leadership has asked POCR leaders at City College to pause what they are doing because they are intending to negotiate POCR initiation with City College.  Ingrid would like to see the district take a lead on where they see POCR implementation overall. Different colleges may be offering different compensation throughout the district. Brian sees this as an optional professional development opportunity. Angela shared that Professional Development has not had to go through AFT in the past. This group will report any updates as they become available.

**AP 5520 Student Disciplinary Procedures**

We are updating the Student Disciplinary Procedures to clarify online removal. ‘Removal from Distance Education Class – Exclusion of the student by an instructor for the day of removal up to one week or five (5) instructional days.’

**Student Email and Multi-factor Authentication**

Ingrid asked if the implementation date of *Student Email and Multi-factor Authentication*

could be changed from January to February to avoid any interruption in services to the CCE students who are ending their courses in January. Peter shared that he will bring this concern to Victor DeVore, Student Services, at the next meeting. Ingrid shared that ESL represents 40% CCE attendance, so there is a lot of effort that is necessary to work students through the new processes because of the language barrier. Ingrid would like an email describing the processes and stating ‘We understand the needs of CCE and we will make the change in February.’ Claudia reported that she also sees the challenge with CCE’s Emeritus program that represents 30% of CCE enrollments as students are not technologically flexible. Peter will be working with the new Professional Development personnel hired by the district to teach both staff and students through in-person and recorded tutorials.

**Announcements**

* Spring courses will be available December 1
* Zoom SSO available December 19
* MyOpenMathLab LTI upgrade on December 19
* Learning Community (LCOM) notification begins Spring 2023

**Next Meeting:** *December 5, 2022*

*Respectfully submitted by: Mary Kingsley, SDOLP*