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

* **DRAFT - Meeting Notes**

**Monday, May 4, 2020**

**12:00-1:30**

**Via Zoom**

Members: Aileen Gum, Angela Romero, Brian Weston, Cara Smulevitz, Cheryl Reed, Christopher Rodgers, Claudia Tornsaufer, David Giberson, Denise Maduli-Williams, Elizabeth Barrington, Hank Beaver, Ingrid Greenberg, Katie Palacios, Mary Kingsley, Maureen Curry, Michelle Gray, Rechelle Mojica, Russ English, Sandra Pesce, Stephanie Bulger, and Trenton Tidwell

**April 6, 2020 Meeting notes**

The April meeting notes were reviewed and approved. Meeting notes will be posted to the web at <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/resources.aspx>

**Announcements**

Happy Birthday, Dave Giberson. May the 4th be with you!

**Online Learning Pathways Update**

OLP is working hard to keep up with the extreme demand for services and support. Staffing has remained at the same level as pre-TRI. Brian is working to bring on experienced faculty to help with the OFCP grading during this high-demand period. Brian has increased hours for our NANC employee and increased hours for our faculty trainer, Dave Giberson.

**Temporary Remote Instruction (TRI) – Response to Covid19 Crisis**

The SDCCD will sunset Temporary Remote Instruction (TRI) at the end of Spring 2020. Our current effort is focused on increasing our response time to faculty in need of assistance. Brian is meeting with the Online Faculty Mentors twice monthly. Information is shared on specific areas of need and is occurring more often to shorten response times. We have new designations for the continuity of terms. The State has allowed a lot of leeway to districts regarding TRI for Spring 2020. However, this Summer and Fall we need to make sure that we are listing our courses appropriately and make sure we are using the correct terminology. Rechelle reminded the group that some of the TRI courses have not transferred well to the new modality, and currently modifications are underway.

The State is using the term ‘Emergency Only’ through the DE Addendum. All colleges will add terminology according to the ‘Emergency DE clause in the Addendum.’ If courses are listed as DE, the course will have to meet DE guidelines. There is concern regarding regular and effective communication with non-experienced online instructors. The set expectation is communication within 24hrs during non-weekend.

Stephanie brought attention to the OEI Rubric to address expectations. The SDCCD uses the Rubric to train, encourage *regular and effective contact, and improve communication*, but this does not guarantee practice. Stephanie said that it is not enough to offer guidelines, and that the term *regular and effective contact and communication* should have a formal description so that compliance could be calculated. She would like to see this matter addressed as a future agenda item for DDESC. Denise shared that through SDICCCA, Southwestern College does have specific guidelines with specific hours etc. She commented that it may be limiting to our instructors because it is usually less about the number of instructor responses than the type of communications. Rechelle requested that everybody receive the same description and information. She shared that the OFCP has one idea, each college has another idea, the Rubric has yet another expectation. She would like to see one place where faculty could access the information. Trenton shared that most of the OFCP information is in the area of the Discussion Threads and that there are many examples available.

Ingrid shared that as a member of the Statewide ASCCC Online Education Committee, she was informed on Jan 14, 2020 during an OEI presentation that the course rubric from OEI is under revision. Particularly the Fourth Module on Universal Design. The planned revision hopes for overall course design to integrate Universal Design throughout the syllabus or outline, and to integrate Universal Design Principals throughout each course. She added that it is fine to use the current course design rubric for now. The changes were proposed pre-Covid and may have been stalled as staffing has been impacted. She asked that DDESC members be aware that revisions are coming. Ingrid shared that her sense of priorities for training our new faculty as 1) Become aware of how to effectuate regular and effective contact, and 2) Concentrate on good course design principals.

Stephanie questioned the extent to which Universal Design was being addressed. Rechelle responded that when she is offering her SPACES training , Universal Design was one section with both examples and resources. Brian noted that all courses might

not be ready for DE, and that is where you will see Emergency terms used. The SDOLP TRI course will be retired and that information will be infused and housed in a long-term slot.

**Faculty Training**

Online Faculty Certification Program

SDOLP has seen a dramatic increase in OFCP enrollments. Over the previous ten years SDOLP had certified 1078 instructors; In the month of April 2020, there were 411 new enrollments, and 783 instructors taking the course. The OFCP is a robust course, many new instructors may need more than the recommended 20 hours to complete the course. Brian has reviewed the OFCP training course and sees it as the *gold standard* of certification courses. SDOLP staff have been diligent in keeping up the quality of the training during this unusually high demand period with so many enrollees.

Aileen reminded the group that faculty can move across the pay scale by taking the course. As of January 2020, the OFCP course provides 20 hours toward professional development. Instructors must apply to their professional development committees at each campus. Faculty can submit the time as ‘workshop attendance’ and after 30 hours they will get 1 unit out of 15 toward salary advancement. This is allowed as long as they attend the training outside of their scheduled work hours and DO NOT also receive flex credit for doing so.

Katie commented on the difficulty modeling *effective contact* in the OFCP course with nearly 800 enrollments this will be extraordinarily challenging. Rechelle offered kudos to SDOLP staff as there is a lot of interaction between staff-and-instructors and also a lot of instructor-to-instructor contact which makes the OFCP as good as it is.

The 19-20 OFCP cycle will end in June, instructors must have all assignments submitted by June 30. The 19-20 OFCP will stop new enrollments on June 18, after that date new instructors will be enrolled into 20-21 course cycle. Any instructors who did not complete 19-20 will not be rolled over to the new course. Reminders will be sent out to the participants about the conclusion date. Staff will support and encourage completion in the program.

Many thanks to Dave for creating and offering the ‘Orientation to OFCP’ online workshop which allows instructors to meet each other and familiarize themselves with the training course. The first offering of the new workshop had 127 eager attendees.

Spring Training Institute

Rechelle commented that faculty are thankful for all of the frequent and bountiful workshops offered to district faculty. She added Dave has a style that is interesting and so easy to watch and understand. She also appreciates Mary promoting the workshops to faculty. Dave reported he has seen a surge in attendance at his online workshops,

with some workshops having over 200 in attendance. Brian and Dave have added more workshops and have a full schedule of trainings available on a variety of subjects important to faculty.

**Canvas Rollout – *Summer 2020***

Canvas Shells Available

The District Summer course offerings are scheduled to be offered completely online. Summer course shells will be available earlier than usual on May 15.

Dave provided a link to Zoom in chat tool for the current *Distance Education Designations.*

**A draft, shown below, was presented as possible ways the terminology for course designations may change.**



The State has looked into how we are designating courses for our students. There are inconsistencies throughout the state. The State is looking to standardize the descriptions and terms.

SDCCD pre-Covid standard definitions were as follows:

L = Fully Online – no oncampus instruction or exams

M = Partially Online – at least one class meeting or exam on campus, more than 50% of the instruction delivered online

J = Online open entry/open exit courses (new designator)

Z = Hybrid – more than 50% of the instruction is oncampus, less than 50% online

*(L, M, J, and Z are special designators used for class schedule process)*

The District’s main concern is how we are identifying courses in the class schedule. We are considering CCC DECO and CCC guidelines, and at same time ASCCC Statewide ASCCC Online Education Committee has definition recommendations. The goal is that students know what type of course they are signing up for when enrolling. Rechelle reminded the group that there are courses that don’t meet on campus (somewhere other than campus) and that description may need to be changed to ‘in-person’ Is there a difference between on-campus and in-person? Brian prefers the term in-person. Rechelle just requests consistency. Brian will share the descriptions with the committee and ask for feedback.

Stephanie asked about synchronous vs asynchronous courses. Particularly courses that may be online but use Proctorio on assignments using synchronous assessments. Would that create a third category similar to hybrid? Brian responded that use of Proctorio need not be considered synchronous as the exam could be timed, but be available over a time-period. Stephanie wants to be sure that courses are clearly listed in the class schedule.

As long as a single specific time is not required, it is not considered synchronous. Ingrid shared she holds a synchronous Zoom meeting that is popular in her course, but it is also offered as a recording to students who cannot attend. During her course orientation she reviews with students when is the best time for the majority. Rechelle opined that if the meeting is not required, it is more like instructor office-hours. Ingrid liked that distinction.

Stephanie would like to be a liaison between DDESC and District Class Schedule Development as both departments fall under her unit. If a course requires synchronous meetings, that is how it will be listed in the class schedule. Brian added that if students are expected to film, or have a webcam, these details must also be listed in the class schedule as course requirements.

Michelle asked about policy regarding students wanting to record Zoom sessions. Chris shared that there is no true way to block a determined person from recording. Although Zoom hosts are in control of the Zoom recording features, students could find a way to record the session with phones or other devices. Dave informed the group that if the host records the session and shares the recording it should be done with student’s knowledge and permission in advance. Also, the host can give permissions to specific attendees to record, but there may be serious privacy concerns if the student were to post the session elsewhere. It is safest for the instructor to record the session and only allow students in that class to see the recording.

Rechelle added that there is nothing stopping students from taking screenshots of exams. She advised that instructors use a disclaimer in their course ‘..do not copy this material..’ If students want to do something illegal they will find a way. She added that it may be wise to use a syllabus statement. ‘This course uses live conferencing, if you do not want your picture to be shown, tell instructor beforehand…’ Brian will look into this matter and possibly add language to the DE Handbook. Brian posted a link from @One; ConferZoom sessions also allow for recordings to be posted directly in the Canvas

course. This may be helpful for students if they need to watch a missed class session, review information, and/or share a future session. Check out @ONE’s guidance for recording ConferZoom sessions to understand best practices regarding FERPA and class recordings.

<https://onlinenetworkofeducators.org/2020/04/03/guidance-for-recording-zoom/>

**Other**

The group thanked and applauded Brian for doing such a great job keeping the District up-to-date with information and providing excellent support during the demanding TRI and Covid-crisis experience.

During the crisis, ‘Withdrawn’ students will be marked as inactive; However, ‘Emergency withdrawn’ or ‘EW’ has not been programmed. Inactive students will remain in the course, but student access to the course has been removed entirely.

Stephanie asked the group to review the research available on distance education to help this group better support students and improve quality in our DE courses. Brian will share the Focus Research document that was published a few months before he arrived.

***Next Meeting: Monday, September 14, 2020, noon - 1:30 p.m.***

*Respectfully submitted by Mary Kingsley*