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

**- DRAFT - Meeting Notes**

**Monday, November 2, 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, and Trenton Tidwell

**October 5, 2020 Meeting notes**

The meeting notes will be reviewed **Monday, December 7, 2020.**

**Distance Education Handbook**

Brian asked Committee members to review and provide feedback on the SDCCD Distance Education Handbook.

**Camera Guidelines**

Brian provided the Committee with SDCCD’s Online Instructional Camera Guidelines. The first part of the guidelines recommends practices for making and using instructional video and audio recordings. The second part of the guidelines describes best practices around recording class sessions and asking students to use a camera during live class sessions. The appendix includes templates instructors may wish to use.

All members agreed that if a meeting is required by the instructor, the course schedule must list this information. The group discussed options where students could attend meetings without being on camera. All members agreed that instructors should notify their students if they plan to record the meeting; students can turn off their camera if they do not wish to be recorded. All zoom recordings must be captioned and should be made available to students who could not attend the online session. Michelle suggested that instructors clarify the difference between required and optional zoom meetings.

Most instructors do not require students to be online for the entirety of the scheduled course times. Cara suggested that usually the first hour is required, and the rest of the scheduled time is more like a study hall. The group discussed students’ inability to stay online for hours. For example, some fine arts courses are 6 hours long. Although the course scope and content are always the same, the subject must be covered sufficiently. New online instructors are gaining experience to see what works best for their students. All instructors are not requiring the same amount of synchronous participation.

Rechelle reported that instructors must consider the needs of their students. Many instructors are meeting online whether students show up or not. Instructors and students are becoming zoomed-out; if you are teaching or taking five classes a week, that is a long time to engage with the computer. Rechelle shared that some instructors do not even know what options are available to them. All members agreed that having zoom recordings available to accommodate students who are unable to attend meetings is best practice.

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Brian shared that the current pandemic situation requires instructors to be flexible. Some students may want to attend at night, or late afternoon. Many students are parents helping their children with online schooling. The home computer may only be available at night. There are many situations that need flexibility and consideration.

**Live Captioning Requirements**

Aileen reminded the group that all posted videos must be captioned whether captions are asked for or not. Instructors that require live captioning should contact DSPS. Both YouTube and Canvas Studio do a good job at captioning video.

**Canvas Phone Support**

SDCCD has extended its contract for 24/7 phone support for faculty and students to June 30, 2021.

**Rich Content Editor**

SDCCD will dispatch Canvas’ Rich Content Editor live for all on December 16th.

**Canvas Shell availability Spring**

Canvas teaching shells will be available to instructors on Dec 7th

Student enrollment will be loaded into Canvas on Dec 21st

**Next Meeting: Monday, December 7, 2020, noon - 1:30 p.m.**