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

**- DRAFT - Meeting Notes**

**Monday, September 14, 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, and Trenton Tidwell

**May 4, 2020 Meeting notes**

The May meeting notes were reviewed and approved with Ingrid’s correction. 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**

All group members Introduced themselves. The 2020-2021 DDESC Meeting dates/times were discussed and approved.

Brian offered a warm welcome to all committee members. He thanked everyone for their help getting through these unprecedented times. A special thanks to his team for their extraordinary efforts provided to faculty, students, and staff. DE and Online instruction will continue through Spring 2021. Zoom has been an amazing and useful tool and will continue to be utilized through the end of the year. Chris Rodgers recognized Brian for his valiant and superb efforts leading SDCCD through the extended Covid storm.

Rechelle asked if TRI is going away, there needs to be clarification for web and remote course descriptions, it has been challenging in the class schedule. She reported that some courses have been labeled one thing but in practice it was something else. Brian shared that this subject has been a focus for the District CIC group. The CIC will label and tag courses appropriately as online, online synchronous, or partially online. Rechelle would like to see stronger clarification for Spring. A major concern for Fall was courses being listed as WEB without mention of required synchronous meetings. Students were caught off guard with this requirement; also, some course descriptions had meeting times and ended up with no set meetings. Rechelle doesn’t know where the course categorization and description breakdowns are coming from and she hopes that it is corrected for the student’s sake.

VC Stephanie Bulger has been in communication with the institutions that if a class requires meeting times it must be disclosed via the class schedule in advance. If meetings are optional, there will be no penalties to students who miss meetings. Additional information will go out to institutions and students. Brian shared that SDICCCA is considering possible regional agreement on common language for course modality descriptions. The DE guidelines are being released and could address this issue.

Rechelle also reported an issue with the bookstore; she stated that when a student sees “No book has been listed for this course.’ It doesn’t mean ‘No book required!” Nancy Wichman must address this confusing language. All required course materials and fees must be clearly listed and available. It also has financial aid implications. Brian discussed textbook affordability. Sandra and Nancy have started work on this and hope to make requirements clearer in the schedule and in emails that are sent out. Claudia shared that CE faculty fill out an online template providing the course materials IBN, general description, faculty email, zoom requirements, meeting time and days.

**Online Learning Pathways Update**

Staffing Support

Mary Kingsley

Chris Rodgers

Trenton Tidwell

Peter Tea

Dave Giberson (consultant)

Rechelle Mojica (faculty)

Online Faculty Mentors 2020-2021

We are hoping to announce Denise’s replacement soon. The State CARES funds made possible a district offer to mentors of .6 FTE/year up from .2 FTE/year.

Miramar College, Denise Maduli-Williams (Stepping down)

Mesa College, Cara Smulevitz

City College, Aileen Gum (Sabbatical Spring)

Continuing Education, Ingrid Greenberg

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**Professional Development**

The Summer Institute (Denise)

Denise reported that a number of people participated in the 3rd annual AFT Summer Institute. The event was held completely online. Even during these difficult times, it was the best attended of the Institutes, with 200 participants and over 40 presenters from all four institutions. The event was held after semester-end, June 2-5 from 8am-6pm, and hosted through Canvas. They offered synchronous and asynchronous sessions. Some sessions were pre-recorded, some were 15-minute canvas tours. They had morning sessions that had over 100 in attendance with 38 breakout-rooms available. There were great resources provided and informative presentations throughout. They offered evening health and wellness sessions that were really well attended with a bootcamp, yoga, and even dance classes. There was also time provided for a popular quarantine Q&A. There was strong participation at the event. The faculty community developed a book-club that will be ongoing.

The Institute was a lot of work to put together, but they had a fantastic result. Jen was provided .2 release time to coordinate the event. She started her work in spring, getting speakers/location/food; she then switched to building the event’s canvas shell, and preparing how to work with instructors to give them an interactive experience. Jen and Denise put in a large effort post-event to grade and score sessions to provide data to San Diego State. Their group will work with AFT on how to proceed for the next institute. They will consider a fully online format again for next Spring. Funding is an issue, offering .2 release for two people, then paid presenters as well. Overall, it was considered a super successful event. Brian shared that he received great feedback, that instructors were very impressed and benefited quite a bit.

Fall Canvas Training Institute (Dave Giberson)

The Canvas Training Institute has been very well received and attended, some workshops had over 300 instructors in attendance. Dave provided our district with a behemoth training effort that ramped up in March and went non-stop throughout the summer. The online trainings were offered frequently and covered all topics of instructional design for online course delivery; including courses on Canvas, Zoom, Pronto, Studio, and Proctorio. Thousands of instructors have benefited from attending multiple workshops. SDOLP has received endless compliments from faculty, many have proclaimed themselves to be new Giberson-devotees. Mary sends out weekly notifications of the instructional technology flex training seminars to contract/adjunct faculty DLs. The workshop schedule can be found on our website under Faculty/Training. Dave lists all of the topics, dates, times on the new dynamic calendar and he is always welcome to new topic suggestions. Dave has also held many one-on-one appointments and provided private department trainings upon request.

Online Faculty Certification Program (OFCP)

SDOLP’s OFCP has had a 690% increase in issued certifications from last year. Brian gave special thanks to Chris, Peter, Trenton, and the district faculty that came aboard over the summer to help with OFCP grading and feedback. Brian showed Peter’s impressive enrollment charts and graphs that showed the large waves of enrollment throughout the Covid crisis. When everyone was shifting online, SDOLP provided faculty assistance along with managing the OFCP. Everybody needed help at the same time which did cause a backlog. The faculty taking the OFCP course created a close community throughout. As of this meeting, there are 697 newly certified district instructors trained in communication, humanizing, distance education policies, and online course delivery. Although some faculty were reluctant to take the training, all the completers provided grateful feedback.

The training demands have not ended; currently the new 2020-2021 training cohort has over 450 faculty enrolled which is unprecedented. SDOLP has Chris, Peter, and Rechelle currently facilitating. Brian wants instructors to succeed, even with the increased load we are reaching out to offer guidance. Peter has provided reports for Miramar and CE, he will prepare reports for City and Mesa. Katie shared that Mesa’s *buddy program* can offer support.

**Grants**

Equity

We are reviewing data in online success; we are getting equity data from data mart. We hope to identify target-impacts so we can tailor materials and workshops to our district. Trenton will help with Peralta rubric. We may develop an Equity Rubric, which goes through different categories and checklists, which will help us bring in more data, for reports and professional development. Trenton reported that we have added the Peralta Rubric to OFCP, the rubric specifically covers equity while teaching online.

Accessibility

While the District goes through DE expansion, we need to keep our eyes out for well-rounded trainings. We are waiting for updates on grants and we are hoping to meet the needs of everyone. Brian thanked Rechelle for her help and insight on ways we can provide instructors meaningful assistance in complying with accessibility needs of our students. They are currently working on a review of the OFCP and providing workshops during October which is *Disability Awareness* month.

[Online Faculty Teaching Conference](https://onlineteachingconference.org/agenda/) Recordings

The Online Teaching Conference recordings are available. These workshops were provided by instructors from all over California. They provide tips, tricks, and techniques that are critical to good course design. If you couldn’t attend the conference it is recommended that you review some of the recordings available at <https://onlineteachingconference.org/> just click on ‘OTC’20 ARCHIVES.’

SDCCD Distance Education Summit –Spring TBD

SDOLP is planning to host the SDCCD DE Summit this spring. Good dates are hard to come by, suggestions are welcome. We will provide a day of learning surrounding what’s new in software, new regulations, and how our fellow faculty are getting it done right.

Fall [CanvasCon Conference](https://www.instructure.com/canvas/events/canvascon)

CanvasCon will be held on October 15. Brian encouraged all to attend the no-cost, all virtual event with great speakers. This is part a distance education summit and part Canvas tools.

**Canvas**

Support

Instructure’s Canvas support has been overwhelmed. They have taken approximately 3600 support calls for SDCCD within the last 30 days. Canvas reports an average wait time of 20 minutes. We have heard from faculty that they have waited 100 minutes. Brian has met with the customer service representatives and they have reported that they are in the process of hiring more staff. They currently have 5 million concurrent users in Canvas. They have reported the possible implementation of a chat feature for Help desk. Chris would like to see as much information as possible collected on the support tickets, including 5-digit course number and 10-digit CSID.

Teaching Shells Spring 12/7/20

Spring 2021 teaching shells will be available starting December 7. We are providing instructors as much time as possible Student enrollments for Spring will download on 12/21/20.

Space

Canvas shell size has changed from 1GB to 2GB, but we still hold the expectation that Canvas is not meant to store videos, especially with Studio available. Storage is mostly for PowerPoints etc. If an instructor needs more space, we have a questionnaire for them where we ask questions on how to lower their need. We can offer more space on a limited basis. The update was conducted over the summer session without announcements.

Student Quest for Success Update (Trenton)

Trenton provided the committee with an update. We have had *Quest for Online Success* available for new and continuing students. *Quest* was developed by the OEI. We now have the new version of the *Quest* course consisting of 9 modules; modules 1-3, target students new to online learning; module 4 is geared toward all; and modules 5-9 about various support for students; last module *Next step* links students to a Canvas practice course. Instructors can use this Quest course for their students. It can be used as a low-stake assignment, an extra credit, or an introductory for students, to get their students accustomed to learning online All of the links are available on our website. Rechelle would like to see Quest highlighted on the homepage of the colleges. If this training was more visible and upfront, maybe students would work through the course before classes begin. Rechelle suggested that it would be a great tool for counselors. She thanked Trenton for the overhaul and Peter for the sample course. Katie would like to see the course added to the ‘commons’ so it could be importable into people’s courses. Trenton will add it to the *commons*.

*Mesa Quest for Online Success -* https://sdccd.instructure.com/enroll/PCMXKG

*Miramar Quest for Online Success -* https://sdccd.instructure.com/enroll/3C3E47

*City Quest for Online Success -* https://sdccd.instructure.com/enroll/LY6673

*CE Quest for Online Success -* https://sdccd.instructure.com/enroll/KFDJDM

Announcements

Canvas Announcements will be managed by SDOLP, or by special permission only. The group agreed that announcements in Canvas should be infrequent and only used as-needed.

The usefulness and benefits of participating in the OEI is changing. They are changing how and what services they will offer. Updates will be offered as they become available.

Brian asked for volunteers to review the SDCCD DE Handbook. Rechelle volunteered, Brian volunteered the mentors. Rechelle would like it updated to include TRI and information about recording and sharing zoom sessions.

There is a districtwide instructional software workgroup that meets monthly. The group reviews software to see if it is viable for districtwide adoption. Thus far they have approved both Pronto and Canvas Studio. The group is now considering Proctorio and Brian is setting up demos for each institution.

Katie asked SDOLP to disable Pronto notifications in the Student Practice Course.

Brian is looking forward to surveying the DDESC Committee to make sure that the committee is meeting District objectives.

Sandra announced that Library has been remodeled and now offers chat.

***Next Meeting: Monday, October 5, 2020, noon - 1:30 p.m.***

*Respectfully submitted by Mary Kingsley*