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

**- DRAFT - Meeting Notes**

**Monday, February 1, 2021**

**12:00-1:30**

**Via Zoom**

**Members:** Angela Romero, Anne Gloag, Brian Weston, Cheryl Reed, Christopher Rodgers, Claudia Tornsaufer, Dave Giberson, Denise Maduli-Williams, Elizabeth Barrington, Hank Beaver, Ingrid Greenberg, Katie Palacios, Mary Kingsley, Maureen Curry, Michelle Gray, Peter Haro, Peter Tea, Poppy Fitch, Rechelle Mojica, Russ English, Sandra Pesce, and Trenton Tidwell

**Welcome**

Brian welcomed the group to the Spring semester. All members introduced themselves

**Meeting Notes**

The minutes were approved without modifications. 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**

SDCCD Continuing Education has been renamed *SDCCD College of Continuing Education.*

SDCCD has 94% of all courses running online for Spring 2021. The district is scheduling mostly online courses for Summer 2021.

SDCCD Online Learning Pathways will officially hold its 20th anniversary this year. In the Fall of 2001, SDCCD Online offered its first 18 districtwide online courses. Rechelle mentioned that we started with One Dean, one Instructional Design Coordinator, and one secretary, even after 20 years and all the work that SDOLP does, we have only added one permanent ID to staffing. Mary shared that SDCCD Online was the first successful districtwide collaborative effort and became a model for success for many other district operations.

**Staffing**

Current staff includes a Dean, one Secretary, two IDs, a Project Analyst, Faculty Trainer Dave Giberson, Faculty Support Rechelle, and Online Faculty Mentors.

**Budget**

The overall District budget has not improved, but there has been a lot of government CARES assistance provided. There are also future CARES grants expected. Brian is keeping his eyes on a 15 million dollar Zero-cost Textbook Grant and a Block Grant of 10 million dollars slated for the *continuity of quality online tutoring, counseling* and *online support services.* After years of very little funding, Distance Education is being supported. Also, SDCCD has formed the Districtwide Instructional Software Group where technology suggestions and review will provide pro-active DE support.

**Camera Guidelines**

Brian sent out updated link <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/recording_options.aspx> for group review. Peter has implemented group suggestions from all members and their constituent groups to create a more cohesive and understandable document. Also, Peter has added helpful navigation features. Brian would like to have this group approve the guidelines soon so it can be sent out to faculty. Peter added instructional videos for Items #4 and #5; the videos are not final, Peter asked for feedback. Also, on the approval consent form he would like to be able to add the form to the Canvas Commons so the forms can be integrated into Canvas courses.

City shared that some students do not prefer to have live online classroom sessions. Rechelle reminded the group that having live sessions is up to the instructor. Brian reported that the State has put out the opinion that manner of delivering instruction falls under ‘academic freedom,’ but they leaned toward student privacy in the released memo. He recognizes in Item #8 that certain disciplines could require live sessions more than others. If live sessions are required, the recommendation is to make sure it is for an instructional purpose and is clearly noted in the course syllabus. Rechelle would like to have requirements listed in the online class schedule; Adding “*Student may be required to use video recording for this course*” so students can choose wisely. Brian noted that Item #8 does say it should be disclosed in online schedule, syllabus, on website, in course, etc. Rechelle suggested adding a ‘This course requires a camera’ icon to the online class schedule similar to the ‘zero-cost’ course icons. To be continued after pandemic as well. Brian suggested that if instructors are requiring cameras, it should be a required course material so students can use their financial aid.

Katie reported that Mesa likes the expandable guidelines format on the webpage. All caps could be removed, other than that she favors the document and she will bring it to Mesa’s DE committee.

Rechelle will bring to Miramar’s DE Committee. Rechelle commented that she is still meeting with faculty that do not know whether they have free or license version of Zoom. She had three people last week had the free version and did not know about the Pro-Account. (Maybe add a *How to figure out if you have Pro Account in Zoom*.)

Ingrid agrees that layout with the ‘+’ sign and the pop-out is a great way to present the information instead of scrolling down, it follows all the classic design principals. She reported that a College of CE survey showed that 94% of instructors preferred/requested video tutorials even over live trainings.

Poppy is in favor of the new expandable format. She noticed Item #10 where she has specific recommendations and will work with Peter offline. She is encouraged to see the video tutorials. Brian wants approval of group before moving the guidelines out of *draft* form. He will mark the document as DRAFT and asked members to bring back to campus senates and DE Groups, and we will look at any recommendations at our next meeting so we can finalize the document. He appreciates all of the feedback and hopes to finish this up at the March meeting

Rechelle added that names ‘Making and Using Video Recordings’ is different than ‘Making Live Video.’ A lot of instructors make videos in advance. ‘Instructional Video’ rather than ‘Synchronous ‘video. The first part is about using cameras during a live class or synchronous class. Brian will clarify ‘You can make all videos on your own.’ We will make corrections and Brian will send out to all members. Sandra asked for a timeline for approval and hopes this is not dragged out too long as it is needed now. Brian wants buy-in and feedback from all institutions. Ingrid shared that the Deans and VPIs have been asking for guidance over the last month. Poppy suggested providing them something by adding “this guidance is dynamic, we are going through process, send feedback.” Rechelle said calling it ‘Recommendations’ instead of ‘Guidelines’ makes it less cut and dry. Include at the beginning He appreciates all of the feedback and hopes to finalize the document at the March meeting ‘if you have feedback’ and add Brian’s contact information so they know right away they can ask or comment.

**DE Handbook**

**State**

The State is working on DE Guidelines, possible language changes ongoing with no recommendations yet. Rather than *regular and effective contact* they are changing that to RCI or *regular and substantive interaction*. We will change our phrasing to match internally.

**SDOLP DE Handbook**

Brian shared the SDOLP handbook at <https://docs.google.com/document/d/1hIeL0f8iCO6uztABufW1H1NR4wRyMh0RNpEPFR_MTSw/edit>. Brian and his team have worked on changing the near 100 pages to a more usable 30 or so pages. Instead of full documents in the handbook, links were added, for example for sample syllabus, the document links out instead of whole template. This makes the document easier to update. The OEI rubric was updated April-May 2020 is linked out instead of having pages within the handbook. The faculty contract agreement, we are just referencing. The last time the handbook was updated was Sept 2019, it is great to make it more comprehensible and easier to read. Brian tried to humanize it, also the camera recommendations will be linked to (they are not ready yet so not yet linked.) Trenton shared that we also used the PERALTA rubric with their most correct version. Brian has cleaned it up, consolidated it so now it is ready for this group to review. He asked the group for feedback and comments. He will bring back to the next couple of meetings for review.

Poppy shared that DSPS leadership from the campuses wish/want DSPS information integrated within document rather than being separate. Poppy looked for opportunities to integrate information on students with accommodation needs, so that it mirrors what DSPS is dong. Brian thanked Poppy for her work on this with consistency of language and actual processes. Shelly provided Curriculum feedback. Peter will update with the new 3100 Code of Conduct.

Brian discussed with the group that instructors are not forced to use Canvas, but it is more complicated regarding issues such as Student Authentication. Responsibility goes to the online instructor, they must keep records and grades etc. The District highly encourages instructor to use the District Learning Management System. Katie said that language should find a home in the DE Handbook. She said it comes up while evaluating instructors when the evaluators find out instructors are not using Canvas. Rechelle shared that it does come up, and is a challenge because SDCCD cannot support the students or faculty. It also confuses students to take a ‘Google Classroom’ and notifications are different. DSPS says all our tutorials are based on Canvas, so now using the different platform hurts training and support efforts. Faculty must take ownership of all support and they don’t want to offer 24/7 help support.

**Professional Development**

**Overview of Fall workshops**

Dave reported that we have been offering 3-6 workshops a week all 2020. The workshops have all been very successful, very well attended. We have received great feedback. We have also offered Guest speakers throughout Fall. Dave shared that he has held 157 workshops with 6,531 duplicated attendances representing 2,352 unduplicated instructors with average per session attendance of 42, with some running into the hundreds. A lot of different content areas and we are continuing to keep these numbers going for Spring. Dave also shared the website Open OnDemand site Katie and Dave created years ago. The website now has several hundred instructional videos, tutorials and workshop archives.

**Upcoming Workshops**

Mary shared the Spring training schedule. Dave shared faculty training page with the dynamic training calendar. Dave solicited new topics or suggestions on topics that could be addressed.

**CE Cidilabs DesignPLUS Presentation by Ingrid Greenberg**

DesignPlus gives students better courses by improving the quality, consistency and accessibility of course content while enabling instructional designers and instructors to do more in less time. CE’s goal to Pilot software in Spring 2021. During CE flex week, Cidilabs founder did a 45-minute workshop. With just a few clicks the software really enhances looks and more interesting layout. More easy to look at for our learners. It is a huge time savers and is huge time saver on accessibility. Ingrid is working with Deans and VPIs for funding. Katie says tool is not turned on for everybody, but turned on for specific designers that design for others. CE is going to open it up for all to use. This spring CCE will have 45 power users that will take advantage of the software. The pilot for initial training and use Is $4,990. <https://cidilabs.com/landing/design-tools/>

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On 1/28/21, Cidilabs presented at SDCCE Flex. Here is Zoom recording: <https://cidilabs.zoom.us/rec/play/hcCiJxZrA72865v5UV2OzdFqBELo57Mgi2LRghvn8Slmun7qP-B7XQpErrJXYbNzCvZpsxew0PyEJvRZ.KSkWYw8mFyWJVsmQ?continueMode=true&_x_zm_rtaid=zuRxiaBKRXCRQBgkTm9fDQ.1611868513741.cb2cd587829cded3fc4548b9e6c99d9a&_x_zm_rhtaid=583>

Katie said goal of a tool like that is to create consistency within programs. Ingrid said it is all unfolding very quickly. Luckily CE DE committee is robust and they will be reporting back. Ingrid said they were introduced by North Orange College, they did a pilot and adopted it. Sometimes solutions for credit don’t work for noncredit. But Noncredit North Orange gave it a non-credit diverse student population was good evidence for CE to go down that path. If the Pilot goes away those individuals will maintain design but you will lose institutional branding and features. So the branding and some of the design features will go away $5k for 6 mos. pilot. There after $11,500 a year.

Even when we return to campus, a lot of faculty say some want to continue teaching online and hybrid. Saving paper, 24/7 access, and meeting students’ needs. Everybody is learning the power of an LMS. Brian asked Ingrid to bring it to Instructional Software Group to present it to see if the district is interested in funding. Cidilabs will provide a sandbox for you to play with it.

**Open Educational Resources Week**

March 1-5, 2021

**Distance Education Week**

April 19-23, 2021

Each of the event’s will be run as a week-long event rather than long extended Zoom days.

*Future Meetings*: 12:00- 1:30 pm

March 1, April 5, May 3