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**Districtwide Distance Education Steering Committee (DDESC) – 20th Year Anniversary!**

**- DRAFT - Meeting Notes**

**Monday, March 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

**Meeting Notes**

Brian reviewed February meeting notes. Rechelle moved to approve, Ingrid seconded. The notes 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>

[**Camera Recommendations**](https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/recording_options.aspx)

Our goal is to provide faculty with camera recommendations on what we have determined to be the best practice for distance education and student privacy. After receiving districtwide feedback, OLP developed a webpage <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/recording_options.aspx> that provides guidance, support, and template syllabi language. After final approval, VCES Topham, will be bringing the Camera Recommendations to Cabinet so the District is aware of the information provided to faculty.

Rechelle reported that Miramar’s DE Committee is still reviewing the recommendations and are hoping for Anne’s input. A Miramar Dean shared concern that the students must be notified verbally if the class meeting is going to be recorded. Brian reminded the group that transparency when recording is important. When beginning the recording an announcement needs to be made to inform the students. Also, when a student enters the Zoom session they receive an auditory reminder that the session is being recorded. Peter directed group to Items #3 and #4, which covers that students can only record themselves. There are students who do not want to be recorded by either instructor or classmates; they can change their profile name and/or change profile picture.

The group discussed students’ ability to record sessions. Students cannot record through Zoom, but could with other software such as Otter, or they could use other external devices such as iPhones. Rechelle suggested that faculty could make it a ‘class rule’ to not record and have that clearly listed in the syllabus. Brian reminded the group that students can record a class if they have a DSPS accommodation request. Poppy added that the accommodation request should specify “recording limited to your use and cannot be shared publicly or for any other use.” There was a situation where a student had an issue with an instructor and was using a recording to show instructor’s “bad teaching.’ Peter identified Item #13 which reads ‘Students can ONLY record with advance permission.’

Ingrid discussed Item #13. She approves the firm ‘NO’ on sharing; she would like to add ‘screen recordings or screen captures‘ language. She regularly records class meetings, posts her recordings to the course, and has a quiz built around the session. She would also like to add ‘..regular weekly class recordings..’ Peter appreciates the difference between sharing and recording content. Students should not share recordings regardless of accommodation letters. DSPS students receive permission to record, not to share. Brian accepts the title change to Item #13 to ’Can student record *or share* class recordings?’ Michelle was concerned that if class notes could be shared, why not recordings. Dave warned the group to not make recommendations or policy that we have no way to enforce. Michelle understands that the language is necessary to protect from litigation, but instructors should behave as if they are being recorded because students will record regardless. Wording suggestion using ‘Only faculty can record and distribute.’ rather than saying ‘Students cannot record.’ Brian compared the issue with face-to-face where students are only allowed to take notes. In the future, Brian and Peter will work on ‘Student Recommendations,’ a student guide, to assure that everyone is safeguarded. Chris agrees that student behaviors are hard to enforce; what are ramifications if you do break the rules? Penalties? Maybe the student information would be better placed in the District’s ‘Netiquette Guidelines.’ Anne suggested syllabus language ‘We don’t record because student privacy.’ Brian will consider adding language to *Distance Education Handbook*, Appendix C, Sample Syllabus. The issue is addressed in Recommendations Item #13 Poppy made suggestion to change title. Can they share and record? Syllabus add ‘Why you shouldn’t record and where to ask permission.’

Rechelle reminded the group that we have to be mindful that these recommendations will past Covid when we go back to campus. With the idea that modifications may be made down the road. Brian added that he will include a link to ‘Student Recommendations’ when they become available.

Brian called a vote to approve *existing website* <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/recording_options.aspx>, and *Camera Recommendations* with amendments discussed today. Rechelle moved to approve, Ingrid seconded. Brian showed appreciation for all of the member’s input, feedback and conversations. The ‘Camera Recommendations’ will be added to SDCCD’s DE Handbook and all members were asked to start disseminating the information at their respective institutions as soon as possible.

[**DE Handbook**](https://docs.google.com/document/d/1hIeL0f8iCO6uztABufW1H1NR4wRyMh0RNpEPFR_MTSw/edit?usp=sharing)

SDOLP team has been working on reducing the DE Handbook to a more manageable size, reducing the document from over 100 pages down to about 30 pages. SDOLP has added the Peralta Rubric and added some mobile guides. There was quite a bit of updating needed and also adding information necessary to reflect the shift to online in the last year. Brian asked members to please take time to review the information for inclusion or removal; he provided the DE Handbook document link <https://docs.google.com/document/d/1hIeL0f8iCO6uztABufW1H1NR4wRyMh0RNpEPFR_MTSw/edit>. Brian will bring this item to the next DDESC meeting.

**Netiquette**

SDCCD’s Netiquette Guidelines are being updated. The previous version is posted to our website at <https://www.sdccd.edu/docs/ISPT/online/NetiquetteGuidelines.pdf>. We are hoping to keep the document as short and concise as possible. Poppy assisted in editing the previous version’s legalese which helped humanize the document. Peter will create a webpage with collapsible columns so instructors can use the links within their course(s.) Brian asked the group to please review the document for inclusion or removal; he will seek document approval from this group at future meetings.

Rechelle requested that ‘chat use’ recommendations be added. Anne would like to see ‘Personal Camera’ suggestions, i.e. dress appropriately, camera recommendations, guidelines, background noise, people and animals in background (use blur.) Also, Background guidelines, or filter guidelines (both can be distracting.) Poppy suggested keeping some flexibility, don’t sterilize so much that students don’t want to engage.

[**Zoom Storage**](https://ccctechconnect.zendesk.com/hc/en-us/articles/360043089214-Download-Transfer-Your-Recorded-Zoom-Content-To-Your-TechConnect-Cloud-Account-How-To)

The State has changed their stance regarding Zoom storage. Barney Gomez, State Vice Chancellor, Digital Innovation and Infrastructure initially told us to store everything on Zoom. Now, just a few months later, the State changed from unlimited storage to ‘we will be deleting things’ anything older than August, 2020. The warning was first sent out saying it will start March 8, this was soon revised to allow more time.

Updated CCC Message from Barney Gomez:

*“As anticipated in our previous communication to you, TechConnect Zoom (ConferZoom) has nearly* ***reached the allotted capacity*** *of cloud storage space for the TechConnect Zoom institutional license. Without a significant reduction in the number of currently stored recordings in TechConnect Zoom users’ individual accounts over the next few weeks, we will need to take action to reduce the amount of overall storage at an administrative level by* ***removing old recordings beginning on June 30th, 2021****. TechConnect Zoom recordings currently stored in the Zoom cloud with a recording date* ***prior to August 15th, 2020*** *would be slated for removal. If your college manages your Zoom account directly, please check with your college help desk or administrators regarding their recording storage practices.*

*This need for deletion at the administrative level by the noted deadline can only be diverted through all user’s proactively managing their own recordings as per prior guidance. This is necessary to avoid unsupportable budget impacts to the TechConnect grant funded programs, and to ensure continued free Zoom cloud storage availability for essential use through the end of the fiscal year.*

*If you have already begun to manage your Zoom cloud recordings as per best practices, we thank you for your help. If not, you should act now to adopt Zoom recording management best practices to align with a temporary storage approach and ensure any older recordings you need to preserve are moved to an appropriate long-term storage solution.”*

The group discussed storage alternatives.

1. 3C media is hosted by the State, instructors are welcome to transfer and store videos.
2. Canvas Studio has storage, provides auto-caption.
3. YouTube, provides captions.

Brian likes the first two options because YouTube is a Google product and has ads. It would be better to not have students forced to watch ads. Rechelle asked Dave to create and provide workshops on 1) How to organize and store Zoom recordings on alternative platforms. 2) What to do with list of Zoom videos so instructors will not lose content they have in their Zoom meeting recordings. Dave agreed and he provided a link for OnDemand tutorial that shows how to download video recordings from Zoom Cloud to Canvas Studio and/or YouTube. Dave shared that Canvas Studio is easy to implement and very secure. [Transfer your Zoom recordings from the Zoom Cloud to Canvas Studio **-** <http://sdccdolvid.org/moving-your-zoom-recordings-from-the-zoom-cloud-to-canvas-studio/>]

[**AP5105 Distance Education**](https://www.sdccd.edu/docs/District/procedures/Instructional%20Services/AP%205105.pdf)

Brian has made a few edits to SDCCD’s Administrative Procedure on Distance Education <https://www.sdccd.edu/docs/District/procedures/Instructional%20Services/AP%205105.pdf>.

He will bring to the District’s Curriculum Committee; he updated 1) change from ISP to ES, and 2) DE definition updated by ACCJC in January, adding *student-student* contact not just *instructor-student* contact. SDCCD is in line with ACCJC and Title 5 regulations.

**Professional Development**

* SDOLP Training Calendar <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/faculty%20training.aspx>
* OE GLOBAL CONFERENCE - Open Educational Resources Week, March 1-5, 2021
* SDCCD [OER Week](http://bit.ly/3bypX4L), March 1-5, 2021
* SDCCD DE Week, April 19-23, 2021

***Future Meetings: April 5, May 3 - 12:00- 1:30pm***

***Respectfully Submitted by: DO/ES/SDCCDONLINE - Mary Kingsley***