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

**Meeting Notes**

**Monday, December 5, 2022**

**12:00-1:30**

**Via Zoom**

**Members:** Aileen Gum, Anne Gloag, Angela Romero, Brian Weston, Brian Palimiter, Chris Rodgers, Claudia Tornsaufer, Dave Giberson, Denise Maduli-Williams, Ingrid Greenberg, Iris Lowe, Jeff Mills, Katie Palacios, Mary Kingsley, Maureen Curry, Michelle Gray, Peter Haro, Peter Tea, Poppy Fitch, Rechelle Mojica, Robbi Ewell, Russ English, Sandra Pesce, Sarah Dunn, Susan Topham, Trenton Tidwell, and Tucker Grimshaw

**Meeting Notes**

The group approved November 14 meeting notes with Ingrid’s revision. Rechelle moved to approve, Tucker seconded.

**RSI Webpage**

Brian provided updates on Regular and Substantive Interaction (RSI) and explained why it is an important criterion for teaching online and for accreditation purposes. Brian asked Peter to collect resources to support faculty and explain expectations. Peter displayed the new District RSI website at <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/rsi.aspx>. Peter reviewed the tutorial on why RSI is necessary for online courses. The page provides a link to Dave’s webinar where he provides more detailed explanations on how to implement several RSI techniques. The group reviewed the content under ***Initiated interaction, Frequency, Substantive Content, and Establishing expectations and managing unexpected instructor absence*.** Victor requested that we send out the final RSI information to faculty via email and/or Canvas dashboard. Brian shared that this is an important part of accreditation and RSI should be clearly identified in all faculty course syllabi. Katie added the new District RSI page to the Mesa Toolkit B2 page.

**Update on SPOT**

SDOLP has been working on the new Student Prep and Online training Course (SPOT.) Peter explained that he will be including earnable ‘badges’ through Canvas. Students who complete modules earn the badges that will be viewable in Canvas. Students are able to enable the ‘badge’ feature using Badgr. Peter recommends that students use their student email accounts to link with Badger. These badges will be available for students to share in current and future courses. Students can also email the badges to instructors for credit when applicable. Peter provided a group demonstration on the uses of the badges and how they work. Trenton shared that Badgr was recently purchased by Instructure, so the integration with Canvas should become more seamless over time.

**Zoom**

Zoom is switching login to our network email on December 19, 2022. The updated login will be your district login for SSO. All of your records in Zoom will remain unchanged.

Ingrid sent out a Zoom update where she provided a couple different ways for faculty to find district login. There is a webpage with Zoom information at <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/sdccd_zoom_faq.aspx>. Login at <https://sdccd-edu.zoom.us/> you can also use SDCCD MyApps page at <https://www.sdccd.edu/about/departments-and-offices/human-resources/it/office-365/myapps-sdccd.aspx>.

**Update from IT Services**

Victor shared that the District is planning to switch to student.edu email and student multi-factor authentication for the week of February 21, 2023. Students that have different preferences will have the option to change or add additional emails and also to add a cell phone. Victor’s team is working on the information website and currently have the materials completed in English. They are working on having the materials translated into other languages so it's accessible to all students.

Peter explained the Zoom dashboard. Rechelle and Brian talked about accessibility for Zoom and how instructors use the features in Zoom to make sure that it is accessible as possible. Rechelle shared the District’s Otter.AI for Conferzoom page at <https://www.sdccd.edu/about/departments-and-offices/student-services-department/dsps/dsps_technology/otter.aspx>.

**Announcements**

* Zoom SSO available December 19
* MyOpenMathLab LTI upgrade on December 19
* Learning Community (LCOM) notification begins Spring 2023

**Next Meeting:** *February 13, 2023*

*Respectfully submitted by: Mary Kingsley, SDOLP*