

Districtwide Distance Education Steering Committee (DDESC)

Meeting Notes

Monday, March 6, 2023

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 reviewed the February 13, 2023 meeting notes. Rechelle motioned to approve and Ingrid seconded.

**@One Professional Development**

The Online Education Initiative (OEI), in partnership with Online Network of Educators (@ONE,) offers workshops that assist faculty throughout the state to align online courses to OEI course design standards. There has been discussion about the funding and the continuation of their professional development services as it relates to our POCR process. There was some clarification provided at the Consortium Meeting last week that they will be reorganizing and there may be staffing changes. The state has indicated that they will continue the professional development offerings, but we may encounter a ‘different look’ effective July 1, 2023.

The Executive Board of the CCC Distance Education Coordinators Organization (DECO,) wrote a letter to the state on 2/17/23 asking that the Chancellor’s Office commit to funding @ONE for the coming year to ensure continuity, and to permanently identify a source in the budget for ongoing and uninterrupted funding for this essential resource.

**POCR Process**

In December, the CVC-OEI Advisory Committee recommended a small addition to the Consortium’s proposed *Master Consortium Agreement* language regarding Local POCR:

“Commit to establish ***and maintaining***a Local Peer Online Course review (POCR) process certified by CVC\_OEI designed to align the College’s online course to the VC-OEI Course Design Rubric by June 2024.”

In the past, a faculty member would reach out directly to @ONE and work with their instructional designers to POCR certify their course. Now there is a migration of responsibility to the colleges to Local POCR certify courses based on @ONE standards. To alleviate the demand on their staff, the state is working on changes to the level of support they provide and they are asking that we commit to establish and maintain a Local Peer Online Course Review (POCR.) The group discussed how SDCCD can adopt the @ONE materials and resources to POCR certify courses in-house districtwide.

SDCCD colleges are all part of the CVC OEI consortium which has stated requirements. Many colleges across the state that have invested in the old POCR processes and have expressed concern that it may no longer exist. The CVC is saying that it is not going away, but now the process will be customized by the colleges and districts through Local POCR. SDCCD is working with each online Faculty Mentor to start expanding POCR into each college with a POCR Lead that will be assigned as a representative. We will be working on a template that colleges can use to have a unified district process. To date no POCR process has been officially established.

Dr. Greenberg for CCE has been the front-runner in the district’s Local POCR process. She has developed a model of budgeting and identifying what resources are required to maintain a Local POCR process. Brian would like to see collaboration between POCR Leads, Faculty Mentors, DDESC members, and everyone involved to make sure that we are proceeding with input from all sources.

Rechelle discussed the MOU between AFT and the community colleges as it relates to POCR training requirements. She noted that the MOU only lists the spring through fall, and it clearly states @ONE training is required. She discussed funding and the instructional designer requirement. The instructor compensation for POCR activity is set at 3 ESUs for competing the @One POCR training; .2 ESU for completing norming session; and .2 ESUs for completing POCR course reviews. The Community Funding Grant is funding the first round of foundational support of four faculty member reviewers from each college. Each college also has their own funding to support course reviews. Ingrid shared the SDCCE 2022-2023 POCR Implementation Budget and Deliverables v 2023-02-24 <https://docs.google.com/spreadsheets/d/1pPsR07lq7uZJ0eGeIc0VKIumSxOE1U5CXlpW8o_oRGQ/edit?usp=sharing>

Currently the State is badging both the course and the faculty member. If an instructor has not completed POCR training, the course will still be listed with the CVC exchange however it will not have the badge associated with the course. Brian shared that a course does not need to be reviewed to be on the exchange, however it will be moved up in the search rankings if it has the course review badge. Courses that have received the POCR badge become viewable at a higher level to students.

POCR is based on peers reviewing peers. Those peers that are designated reviewers must have completed the POCR training and have a course that has been badged so they are qualified and ready to help. Brian shared that SDOLP staff could work with each colleges’ review group or the norming groups to provide feedback. Each college will be dedicating resources and SDOLP will help to fill in the gaps How the Local POCR review process will be implemented at each college still needs to be worked out.

At present, badged courses lose priority if an unbadged instructor teaches the course. Rechelle noted the difficulty for adjuncts who may be POCR certified but are not guaranteed to teach a particular course. Also, the district may have to look at the investment into training adjunct instructors who may not be teaching with the district long term. It is a question for adjuncts going through POCR certification, but are not able to have a ‘course’ that is assigned to them.

Brian has asked the district research department to see if we can gather information on badged courses vs unbadged courses. He would like to see if the badged courses translate into higher completion and success rates.

**Media engagement platform**

California Virtual College (CVC) announced that Canvas Studio will be fully funded for all California Community Colleges through June 30, 2023. They have not provided an update if funding will continue through 2023-2024. The district’s Educational Services Software Workgroup formed a Media Engagement Review Group. The group had fourteen faculty members and one student representative to evaluate three products, Canvas Studio, ShareStream, and YuJa Enterprise Video. The group recommended Yuja Enterprise Video if Canvas Studio was not funded by the state. Brian has requested a quote from Yuja.

**Canvas Captioning**

Canvas captioning has improved. Canvas has implemented a new captioning editor that allows the location of captioning box to be moved. More information can be found here:

<https://community.canvaslms.com/t5/The-Product-Blog/How-to-Use-the-New-Caption-Editor-in-Studio-Video/bc-p/558618>

**Student Email**

The district is launching student email on March 27. Students will have access to a free Microsoft SDCCD 'Student Email' and Office 365 account with Outlook Email, Office Apps, and OneDrive Cloud Storage. There have been several notices sent to students and Brian has posted a notification in Canvas. There is a key fob used for Multi-factor authentication (MFA) as an alternative to authentication via cell phone or app. Rechelle said the process of requesting a fob through a *JIRA form* may be difficult. The district is still working on the key fob process. There was a request that key fobs be available for pick up at various sites across the colleges. Also, we are considering a mail-to-home process for distance education students that may not live locally.

Ingrid shared the following links -

2023-02-21 SDCCE Student Outlook Job Aids draft:

[https://sdccd0.sharepoint.com/:w:/s/SDCCEOnlineFacultyMentorCoordinator/ERS3LdoI6hBIoS-f2LHilXwB1XCwNiBj50JacrrZ22QyzA?e=4mnC8J](https://sdccd0.sharepoint.com/%3Aw%3A/s/SDCCEOnlineFacultyMentorCoordinator/ERS3LdoI6hBIoS-f2LHilXwB1XCwNiBj50JacrrZ22QyzA?e=4mnC8J)

SDCCE 2023-03-03 Student email support announcement for faculty and classified: [https://sdccd0.sharepoint.com/:b:/s/SDCCEOnlineFacultyMentorCoordinator/EYtCLk2bgqFCvrZp1yHwVLQBLfqz9wO1qZrQaSCMLhLAyA?e=gyg8go](https://sdccd0.sharepoint.com/%3Ab%3A/s/SDCCEOnlineFacultyMentorCoordinator/EYtCLk2bgqFCvrZp1yHwVLQBLfqz9wO1qZrQaSCMLhLAyA?e=gyg8go)

Brian shared the following Student Services links -

[https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/244514900/Student+Support+Center](https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/244514900/Student%2BSupport%2BCenter)

[https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/231538697/mySDCCD+Viewing+your+To-Do+Items](https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/231538697/mySDCCD%2BViewing%2Byour%2BTo-Do%2BItems)

**Canvas – Naming scheme**

The naming scheme has been updated for clarification in Canvas.

**Remove long nameSpring 2023- Math 92 (2002)Spring 2023- Math 92 (2002- blended)**

**Announcements**

SDCCD OE Week is March 6-10, 2023. A full schedule has been planned and provided to the colleges for distribution. <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/oer_week-2023.aspx>

**Next Meeting:**  *April 3, 2023*

*Respectfully submitted by: Mary Kingsley, SDOLP*

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