

District DEAC Agenda & Minutes

Date: Monday, February 25, 2019

Time: 2:30pm-3:30pm

Location: District Boardroom

Attendees: Lezlee Ware, David Reed, Erica Reynolds, Paul Witham, Christopher Collins, Allison Hughes & Tarana Chapple

<i>No.</i>	<i>Category</i>	<i>Topic</i>	<i>Lead</i>	<i>Notes</i>
1	DAS Priorities			
1A		Faculty Accessibility Support = Instructional Accessibility Specialist	Bianca, Erica, Allison & Lezlee Lezlee will email updated draft to the group for review and input	<ol style="list-style-type: none"> 1. One position/campus 2. Policy & How To Dos of Accessibility 3. Student Assistants caption 4. Equity as part of accessibility 5. Each campus in Fall 2019 to request this position (captures the need) 6. Be sure to include in DE Program Review & Resource Requests 7. Share with divisions and AS
1B		Managing District DEAC Website	Allison	The updated site will be debuted this semester.
1C		Online Faculty Training/Re-training	All	Re-trainings open to people from all 3

<i>No.</i>	<i>Category</i>	<i>Topic</i>	<i>Lead</i>	<i>Notes</i>
				<p>campuses in order to share resources (flexibility).</p> <p>Webinar could be a better way to go (inspire them with the tools faculty are learning and using to teach)</p>
1D		Online Faculty Training Stipends/Hourly Rate	Lezlee will discuss with VPIs	<p>Previously a \$1,500 (for 25 hours) stipend awarded based upon faculty deliverables.</p> <p>Would \$500-\$1,000 stipend be appropriate?</p> <p>Professional Development hours</p> <p>Stipend v hourly (?) – email David Feune or Harry Joel for language</p>
1E		Regular and Effective Contact	Erica, Paul and Lezlee	<p>Combine Cañada Rubric with notes/recommended language of sister colleges</p> <p>Includes updating DE Addendum in CurricUnet</p>

<i>No.</i>	<i>Category</i>	<i>Topic</i>	<i>Lead</i>	<i>Notes</i>
				<p>DE Board Policy exists, but Regular & Effective Contact is not Board approved as a separate item.</p> <p>Procedures are in Skyline DE Handbook</p>
1F		DE Evaluation & OEI Rubric	<p>All</p> <p>Lezlee will email attachment</p>	<p>Review the peer review process.</p> <p>Lezlee & Bianca will compare our DE Evaluation with the OEI Rubric in order to make recommendations regarding congruency.</p> <p>Next steps if changes are accepted: training for evaluators regarding OEI Rubric will be necessary</p> <p>Peer Review Group (campus-wide) will support these possible changes and necessary training (concept will be presented to DAS by Bianca).</p>
1G		DE Flex Day Trainings	All	<p>Skyline is hosting with CSM a half day flex on March 29th.</p>

<i>No.</i>	<i>Category</i>	<i>Topic</i>	<i>Lead</i>	<i>Notes</i>
				Investigate a Zoom option for March 29th. CSM – accessibility webinar with McGraw Hill. Lezlee will email (cc Reed) Liz Schuler regarding information & invitation.
1H		Board Policies (DE, Rubric, Regular & Effective Contact)	Lezlee	DE Board Policy will be updated to include a more extensive Regular & Effective Contact section as well as other appropriate updates.
1I		SMCCCD Strategic Plan for Information Technology SMCCCD DE Strategic Plan SMCCCD DE Status and Guidelines 3 Colleges' DE Strategic Plans & Technology Plans	All Lezlee will email attachment	See chart Homework: Read/review these documents for our next meeting (February) to determine deletions, additions and congruency.
2	Instructional Technology Committees			
2A		Skyline Technology Advisory Committee		
2B		Cañada Instructional Technology Advisory Committee		
2C		CSM Technology Advisory Committee		
3	Campus DEACs			
3A		Cañada DEAC		
3B		CSM DEETC		
3C		Skyline Technology Advisory Committee		
4	Shared Technology/Software		All	

<i>No.</i>	<i>Category</i>	<i>Topic</i>	<i>Lead</i>	<i>Notes</i>
4A		NetTutor*		
4B		Proctorio	Lezlee	On agenda for March 4 th VP meeting
4C		Online Counseling (Audio & Video)*		
4D		Turnitin.com*		
4E		Screencast-o-Matic*		Item will be presented to VPs to confirm it as a shared software opportunity (March 4 th VP Meeting)
5	Canvas Feedback		All	
6	Articulation Work Group	Skyline Articulation issue is in contact with UC representatives around testing requirements for online courses, however it seems to be department specific.	Erica & Bianca	Reinforces need for Proctorio district-wide Raises potential issues with international students and DE
7	District DEAC Membership	Student Representative – student DE experience	Bianca and Lezlee	Do students get paid for attending college meetings? Bianca will contact students from prior DE focus groups Lezlee contacted Cañada ASCC and they said it can be difficult for students to travel to the District office, so we will consider a Zoom option

<i>No.</i>	<i>Category</i>	<i>Topic</i>	<i>Lead</i>	<i>Notes</i>
8	LTI/FERPA/Accessibility Contract Work Group	Timeline and Process for Faculty	Lezlee & Allison	Group met with all 3 bookstore managers for input on the process. Draft of process will be available in March 2019
9	Updates			
9A		OEI Course Exchange		
9B		Film Server		Michael Stanford will take proposal to CSM Academic Senate in March Erica will discuss need and use case
9C		Online Degree/Certificate (Timely) Completion & International Students and DE		

*Used at all 3 colleges

Upcoming Meetings (2:30pm-3:30pm): Monday, March 25, 2019
Monday, April 29, 2019
Monday, May 13, 2019 (Finals Week)

As a reminder to help us focus our work, please refer to the below chart regarding this committee's responsibilities:

SMCCCD DE Strategic Plan - Delineation of Key Areas of Responsibilities

Every aspect of distance education must rely on the collaboration among all involved. Each entity identified below has primary responsibilities over certain areas and shared responsibilities in other areas.

Task	District	Colleges
<i>Policy Recommendations</i>	<i>DEAC for Districtwide</i>	Colleges for campus based
Procedures		Colleges
<i>Establishing Goals</i>	<i>DEAC for Districtwide</i>	Colleges for campus based
Establishing Annual Targets		Colleges
<i>Monitoring Progress, Reporting, Evaluation of Goals</i>	<i>DEAC, DRC, DSSWAG</i>	Colleges for campus based
<i>Establish Standards and Guidelines</i>	<i>Jointly among District and Colleges</i>	Jointly among District and Colleges
<i>Resource Allocations</i>	<i>Jointly among District and Colleges</i>	Jointly among District and Colleges
<i>Compliance with Section 508 (Web Accessibility)</i>	<i>DEAC identified best practices and training for faculty/staff</i>	Colleges in monitoring compliance