Meeting Minutes

09/13/22

09/27/22

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Distance Education Committee Meeting Minutes

September 13, 2022

Submitted by Tejal Naik

Attendance

Committee Members			
Tejal Naik (Chair)	X	Vicki Brewster (Classified)	X
Vacant (Nurs)		Eugenio Canoy (CTSS)	
Celso Batalha (MSE)	x	Shashi Naidu (Classified)	
Monica Galvan (Coun)	X	Robbie Kunkel (Admin)	X
Robin Hahn (LA)	X	Matais Pouncil	X
Pat James (At-large)			
Ly- Huong Pham (B&W)	X		
Nasreen Rahim (Past DE Chair)	X		
Raquel Rojas (LETC)	X		
Leslie Williams (SSHAPE)	x		

Guests
Di Liu
William Silver
Lou Crary
Cynthia Burnham
Antoinette Herrera

A. Call to Order: 3:04 pm

B. Agenda:

Additions: Public comments by Cynthia Burnham
Motion to Approve agenda: Vicki Brewster
Second: Nasreen Rahim

C. Minutes: 5/24

Corrections: minor corrections.
Motion to Approve minutes: Vicki Brewster
Second: Nasreen Rahim

D. Public Comments:

Cynthia Burnham: An instructor was added to her WebAssign Canvas course by Susan Hasan (Cengage sales representative) and that course was shared with other San Jose State faculty) This was done without informing her and receiving consent. This is a violation of the instructor's intellectual property rights, as well as FERPA since it was a live course and contained student records Antionette and Robbie recommended escalating it with Cengage. Cynthia has reached out to Canvas admin and ITSS.

Robin via chat: It sounds like Cengage may have something in their terms and conditions that we may not have noticed--allowing them this access?

Nasreen: We need to look at the Terms and Conditions that ITSS has for adopting External tools. Both ITSS and DE Committee has been conservative about adopting External tools.

Tejal: It is best practice to have course content (instructor created material) in Canvas and not on the external tool website. Canvas content cannot be copied by outside sources.

Tejal will reach out to ITSS Executive Director Rupinder Bhatia to ensure it is escalated and that Cengage takes steps to address this.

E. Action Items

F. Information/Discussion Items

- William Silver gave a 18 minute presentation on Classifying and Scheduling online English 1A, 1B and 1C classes. Students are finding it difficult to find these classes in the schedule. He would like the DE committee to consider either changing the DE modality definition or set up a new modality. His presentation is attached for review.
- CVC-OEI Phase I: Tejal gave an update on EVC progress on becoming a Teaching college. Phase I – becoming a home college is complete. This puts the college on the exchange and allows our students to register for online classes at other colleges in the exchange. Phase II is to become a Teaching college. This is when students from other colleges can register for online course at EVC. I will have an update on Phase II timeline after my consortium meeting with CVC.
- Respondus Proctoring software rollout is going well. Tejal requested committee member to remind everyone in their division that if a faculty is reusing a Proctorio quiz or exam from last semester, then they need to disable Proctorio in that quiz/exam before launching Respondus lockdown browser. She also gave an update on weekly Respondus training webinars which can be found on the respondus website at: https://web.respondus.com/webinars/
- Canvas shells release timeline: ITSS requested DE committee to consider earlier release on request of one faculty. Shells available for faculty 6 weeks before term starts. Student enrollment pushed 2 weeks before term starts. Earlier release discussed. Committee feels this timeline is fine. Does not see any need for change. Canvas Admins can open shells earlier for one or two faculty that request it. Tejal will communicate this to ITSS.
- ILP rollout: Canvas and Self-service integration was launched after a trial run in summer. This integrated enrollments and section in self-service with Canvas. This also includes an LTI tool that will allow instructors to upload their grades in Canvas and have them automatically uploaded in self-service. More information to come in December.
- Process for DE Recertification
  If faculty do not complete 2 hours, then they cannot teach.
  Alternate Options to consider: Course demo of their canvas course reviewed by POCR faculty. if the faculty was evaluated on online course- that could count instead of 2 hours.
  Note: Recertification from Aug 2023 applies for all.
  Recertification cycle: To teach in Spring thru Fall 2024, They need to complete 2 hours between Jan 2023 and December 2023. Discussion will continue next meeting.
- Tabled until next meeting: Guidelines for assessments in DE courses

G. Recognition and Announcements

H. Adjournment:

Meeting adjourned at 4:35 p.m.

Distance Education Committee Meeting Minutes

September 27th, 2022

Submitted by Tejal Naik and Pat James

Attendance

Committee Members			
Tejal Naik (Chair)	X	Vicki Brewster (Classified)	X
Maggie Grover (Nurs)	X	Eugenio Canoy (CTSS)	
Celso Batalha (MSE)	X	Shashi Naidu (Classified)	X
Monica Galvan (Coun)	X	Robbie Kunkel (Admin)	X
Robin Hahn (LA)	X	Matais Pouncil (VPAA)	X
Pat James (At-large)	X		
Ly- Huong Pham (B&W)	X		
Nasreen Rahim (Past DE Chair)	X		
Raquel Rojas (LA/LETC)	X		
Leslie Williams (SSHAPE)	X		

Guests
Steven Mentor
Robert Gutierrez
Kelly Nguyen-Jardin
William Silver
Bin Vo
Guest (4084822088)

A. Call to Order: 3:04 pm

B. Agenda:

Vicki Brewster moved to approve
Second: Maggie Grover
Vote on Agenda: Approved unanimously

C. Minutes: 9/13

Corrections: minor typos
Vickie Brewster moved to approve as corrected
Second: Monica Galvan
Motion carried unanimously

D. Public Comments:

Steven Mentor: When asked about their familiarity and ease with using EVC Wi-Fi, majority of the students in his class said they had trouble getting on to the Wi-Fi easily. Part of the issue might be the SSO. He has asked ASG to investigate it. This is something that CTC will also be looking into this semester.

E. Action Items

None

F. Information/Discussion Items

- DE Program Review:
  The IEC chair, Fahmida Fakhruddin, requested that DE program review be completed. The DE Chair will be attending a training session with Fahmida on completing the program review. Tejal Naik will be reaching out to the DE

Committee members for their input and information as needed to complete the review.

- Report from DE Chair regarding the process for DE certification:
  The DEC approved the following DE recertification requirement: Faculty members need to participate in at least 2 hours of DE related activities every year. See attached document for details and examples of activities that qualify. There are multiple reasons for this:
    i. Title 5 requires that college ensure that instructors be prepared to teach in DE modality and college provide training and professional development activities relate to DE instruction.
    ii. Technology and methods of instruction in DE change rapidly and the recertification requirement is a way for faculty to stay on top of these changes and best practices in DE.

  b. Tejal presented this at the Academic Senate and there was some discussion. While there were no objections to the number of hours, there was a question on whether this could be a recommendation rather than a requirement. There were also question regarding the process – how would records be maintained? Who would maintain them?
  c. Tejal Naik noted that in the past, we had a Google form that fed into a spreadsheet that was housed in the Innovation in Online Teaching and Learning (IOTL) course shell. For the last two semesters, Tejal Naik has been updating the spreadsheet and then she emails the Deans with the updates. She is willing to continue to do this and add the Google form to the IOTL course that faculty would fill out with documentation regarding the two hours.
  d. VP Pouncil noted that the DE Committee, which is a subcommittee of the Academic Senate, has made the determination about where the certification list will be housed. So, are we going to take it to the Academic Senate just as an information item, or we take it there for approval? Because he just didn't want us to set a precedent for taking things unnecessarily to our colleagues on a decision that this community and body is fully capable of making.
  e. Tejal Naik noted that this was a good point. In the past what she has seen is that DE committee makes recommendations to the Senate and the Senate discusses and approves the recommendation from the DE Committee, which is a knowledgeable body that has been entrusted, by the Senate, with the development of policies for DE at the college
  f. Ly Hong Pham inquired about the process that if Tejal Naik puts the form in the IOTL course. Who would maintain it and who would have access to the list?
  g. Tejal Naik noted that last semester, in our discussion, it was agreed that she would maintain the list. It is housed in the DEC SharePoint and DE committee has access to it (The Deans do not). In the last year, she has

been sending the Deans the updated list of DE certification at the end of every semester. We haven't established a process for maintaining certification; the assumption is that a similar process would be used. San Jose City college used a form in Canvas to maintain records.

h. The following other concerns about recertification were raised:
    1. What happens if faculty do not complete recertification, and will there be alternatives available or is it that they cannot teach DE until recertification is completed and who will be responsible for enforcing the requirement? Could passing a current Peer Online Course Review (POCR) be an alternative?
    2. There is a discrepancy between the availability of the SJCC full-time DE Coordinator to do this extra work and that of the EVC Coordinator having less time. It was suggested that the DE Coordinator at EVC if not full-time could receive admin support
    3. Timelines must be clear to allow for a clear scheduling process. A recommendation emerged that is because the schedules are done early, that is the Deans must give their schedule to the scheduling department by the end of the second week of the semester, it should be noted that to teach for summer and fall, that the certification be done by end of intersession and to teach in spring and intersession the hours be completed by end of summer.
    4. There definitely should be an established cycle.
    5. EDIT 015 and EDIT 028 when successfully completed do fulfill the recertification process as well as certification for teaching synchronously online.
    6. Faculty must be fully informed.

- Guidelines for assessments in DE courses: A discussion was held on this topic. Currently our DE handbook requires that in online courses at least 30% of the exams by weigh must be proctored. There are many other options available now such as authentic assessments. In our discussion last spring, the committee felt that we should come up with guidelines for assessment and not a requirement, and that these guidelines would be more of an umbrella rather than actual specifications and the division and department would determine exactly how the online assessments for a particular course should be. So I was thinking we could do a little bit of homework. If you all can bring back how your division and department would like to do assessments in online course offerings – what would work best for your particular division/department/course. That would give us a place to start with division having discussions and then bring the results to the DE

Committee

- Modality designation English 001A/ 001B/ 001C
  Tejal gave the background on how English courses were designated as fully online before the new modalities since the pandemic. Now under the new definitions these courses are classified as hybrid since they have a required meeting on campus.
    a. Professor William Silver presented his concerns on students having a hard time finding these courses because of the hybrid designation and recommended two possible solutions: Change the modality designation or add a new modality.
    b. There were a few questions regarding clarification of the modality definitions. A heated discussion ensued in which Title 5 requirements were discussed and the need for new modality designation. The committee does not recommend changing the modality designation for these English courses as that would cause problems when courses go on the exchange.
    c. Given the urgency, adding a new modality is also not possible as that is a long process that needs to go through the curriculum committee. Tejal Naik observed that the problems seems to be that the students are not able to find the English courses. One solution is to put a little note at the top of the schedule that remind the student that these three English courses can be found under hybrid. Alternatively, the requirement to come to campus be prominent in the course notes in the schedule.
        i. It was suggested that we change the blurb description for these courses to say something like the following example, “Hybrid course with only one in-person meeting of a proctored exam which will be on Friday, December 9th, 2022 from 9:40 AM to 11:40 AM."
        The Committee members unanimously agreed.
        Tejal Naik will send an email to the scheduling department with this request.
- Policies for Synchronous Courses:
  Tabled until the next meeting

G. Recognition and Announcements

None

H. Adjournment:

Motion to adjourn: Nasreen Rahim
Meeting adjourned at 4:35 pm

Minutes of the Distance Education Committee Meeting of October 11, 2022

Held online in Zoom

Committee Members			
Tejal Naik (Chair)	X	Vicki Brewster (Classified)	X
Maggie Grover (Nurs)	X	Eugenio Canoy (CTSS)	
Celso Batalha (MSE)	X	Shashi Naidu (Classified)	X
Monica Galvan (Coun)	X	Robbie Kunkel (Admin)	X
Robin Hahn (LA)	X	Matais Pouncil (VPAA)	
Pat James (At-large)	X		
Ly- Huong Pham (B&W)	X		
Nasreen Rahim (Past DE Chair)	X		
Raquel Rojas (LA/LETC)	X		
Leslie Williams (SSHAPE)	X		

Guests
Steven Mentor
Sara Jacome-Thompson
Carol Abohtab
Bhawana Mishra
Eric Narveson

A. Call to Order
    a. 3:02 pm in Zoom by DE Committee Chairperson Tejal Naik
B. Adoption/Approval of Agenda
    a. Nasreen Rahim
    b. Vicki Brewster.
    c. Approved by acclamation
C. Approval of Minutes (9/27/22) Tabled while Tejal Naik/Pat James reviews them.
    a. Motion made by Vicki Brewster
    b. Seconded Margaret Grover
    c. Moved by acclamation
D. Public Comments (3 min per person)
    a. None were requested
E. Action Items
    a. Meeting format/place was considered under Brown Act for the months of October 2022 through November 2022
        i. Motion was made by Pat James that the DEC committee Meet on Zoom for both October and November 2022
        ii. Ly Pham seconded
        iii. Moved by acclamation
F. Information & Discussion Items:
    a. DE Recertification was discussed by the full DE Committee:
        a. The topic of faculty being required to recertify their online teaching skills based on a set timeline was tabled at the EVC Academic Senate meeting due to the SHAPE division requesting that recertification be a DE

Committee recommendation rather than a requirement. A discussion on the topic ensued as follows:

i. Clarification that members of the SHAPE division were questioning the timing of the possible requirement in that it may be an issue for creating schedules. The members of the SHAPE division also wanted a list of opportunities to recertify. (Workshops, training courses, etc.)
ii. Eric Narveson, as Past Academic Senate President, clarified that the request of the Academic Senate regarding this issue was about being sure that faculty were certified within a timely manner and requested clarification of those concerns.
iii. It was generally discussed that if faculty are making the recommendation about recertification, why would there be a question as to the legitimacy of online teaching recertification of faculty?
iv. The members of the DE Committee may have assumed that it would be a simple process to recertify DE skills, but there could be unconsidered consequences.
v. Steven Mentor offered that the issue is one that crosses over into union business as well. He stated that the union does not disagree that it is important to create a culture of good online teaching. However, any working conditions that were affected by the recertification timeline or content should be considered in collaboration between the Union and the Academic Senate and/or it's designated committee (in this case DEC).
vi. Possible options should be created and offered by the DE Committee to the Academic Senate of recertification opportunities.
vii. Also, it was brought up that the committee should determine how evaluation may feed into the quality and about the recertification question, the self-evaluation process and follow up.
    1. There are also concerns as accreditation approaches about demonstrating Regular and Substantive Interaction (RSI) in DE Courses.
    2. There were recommendations regarding RSI issues in the last accreditation report. (It was then called Regular and Effective Contact but the regulation has been recently revised in Title 5 to align with the Federal designation of Regular and Substantive Interaction.)
    3. It might also be a good idea to share exemplary online course shells as we prepare for accreditation.

b. It was determined that Nasreen Rahim would attend the next SHAPE division meeting to discuss this issue with the division members in order to clarify the recertification issue and that the item would come back to

the DE committee for further discussion and/or action at the October 25th meeting.

b. DEC goals for 2022-2023 were reviewed and approved
    a. Tejal reviewed the DE Committee Goals for the year as:
        i. DE Recertification Requirement and Process
        ii. Develop Guidelines for Assessment in DE courses
        iii. Updating the DE Handbook
c. Feedback/Input on assessments in DE from DEC members as well as policies for synchronous courses and scheduling for back-to-back classes would be discussed at the next meeting (Oct. 25, 2022) and should be discussed by DEC members at their respective division meetings. Possible topics include:
    a. Possible requirements for proctored testing in online courses
    b. Space/Room on Campus for faculty (particularly adjunct faculty) to teach Synchronous Zoom classes in back-to-back scheduling scenarios
    c. Revisit the requirement for cameras on/off during zoom meeting and/or Zoom exams (Pat James offered @ONE article about this topic and legal opinion from the CCC Chancellor's Office.)

G. Recognition and Announcements
    a. There were none
H. Adjournment was at 4:45
I. Next DE meeting will be held in Zoom on October 25th

Respectfully submitted by Patricia James

Distance Education Committee

Minutes of October 25th, 2022, 3:00 pm–4:30 pm

(Held Online in Zoom)

Attendance:

Committee Members				Guests
Tejal Naik (Chair)	X	Vicki Brewster (Classified)	X	Steven Mentor
Maggie Grover (Nurs)	X	Eugenio Canoy (CTSS)		Antoinette Herrera
Celso Batalha (MSE)		Shashi Naidu (Classified)		
Monica Galvan (Coun)	X	Robbie Kunkel (Admin)	X	
Robin Hahn (LA)	X	Matais Pouncil (VPAA)		
Pat James (At-large)	X			
Ly- Huong Pham (B&W)	X			
Nasreen Rahim (Past DE Chair)	X			
Raquel Rojas (LA/LETC)				
Leslie Williams (SSHAPE)	X			

Meeting Minutes:

A. Call to Order: 3:07

B. Addition and Adoption of Agenda

   a. A revision was requested by Pat James that report by Nasreen Rahim's visit to the SHAPE Division meeting be added to the agenda.

      i. Vicki Brewster moved to adopt the revised agenda.

      ii. The motion was seconded by Nasreen Rahim.

      iii. The agenda was approved as revised.

C. Approval of Minutes:

   a. Approval of the minutes of Oct. 11, 2022:

      i. Vicki Brewster moved to approved minutes of Oct 11th, 2022 as corrected.

      ii. The motion was seconded by Nasreen Rahim.

      iii. The minutes of Oct. 11, 2022 were approved as corrected.

   b. The minutes of Sept. 27, 2022 were tabled until the next meeting.

D. Public Comments (3 min per person)

   a. Antoinette Herrera requested that a revised online evaluation form recommendations be created and forwarded to her to be considered by the union negotiations team.

   b. No other public comments were brought forward.

E. Action Items

   a. Tejal Naik requested the previously discussed DE Committee goals be approved as written below:

- Recommend a change to the established DE Recertification Requirement and the process for the implementation of the requirement be developed that includes an effective timeline that takes completion of the college schedule of classes into consideration.
- The DE Committee will develop Guidelines for Effective Assessment in DE courses.
- Completion of the updated DE Handbook
- Collaborate with the AS and SJCC DE Committee to revise the "Peer Observation form" for online teaching faculty.

i. Move to approve goals by Vicki Brewester

ii. Seconded by Nasreen Rahim

iii. Further discussion ensued with Nasreen Rahim suggesting that the DE Committee add the revision of the Peer Observation form to include the addition of the Union as a collaborating body:

- The Peer Observation form revision goal should ensure that there be collaboration with the SJECCD Union and the SJCC DE Committee and the SJCC Academic Senate.

iv. The motion was amended and after a vote, the goals were approved as amended

F. Information Items/Discussion Items

a. Report of visit to SSHAPE Division Meeting Regarding Recertification: Nasreen Rahim. The following information was contained in the verbal report. The SSHPE Division made the following suggestions:

i. Streamlining the list of trainings that would satisfy the recertification requirement and to be sure that the list is posted on the Professional Development website.

ii. Create a timeline for completion that is completed via fillable form (automating the process).

iii. Nasreen invited representatives of SSHAPE to attend the next DE Committee Meeting. She also reminded the members if the division that the DE committee is a recommending committee to the Academic Senate because of the unique knowledge base of the members of the DE Committee.

iv. It was recommended that the Innovation in Online Teaching and Learning website be more widely advertised.

v. It was mentioned in the DE Committee ensuing discussion of this matter that faculty members can no longer drop students through the faculty Self-Serve system directly, however there is a form that can request that a student be dropped.

b. DE Addendum Update: Tejal Naik reported that faculty have been using the new addendum and approvals go quickly in the curriculum committee process taking between 2 and 5 minutes per course. Faculty are, however, overthinking the addendum when it's actually very easy to complete and is a credit to our DE committee's work to revise the addendum.

c. Respondus Software Update:

i. Tejal Naik reported that the Respondus lock down browser software was not on college loaner laptops and could not be downloaded to the laptops. Also, publisher testing using Respondus was inconsistently able to be used.

ii. Ly Hong-Pham commented that there was a lack of timely support from Respondus when

there were problems. She suggested that there should be 24/7 Respondus support. Tejal Naik agreed to check into the problem.

iii. Tejal Naik commented that, additionally, Respondus does not have an option to review an exam by the student while integrity monitoring was underway. Maggie Grover added that the ability to review was a requested feature for the Nursing faculty members. It was discussed that the problem could be an issue of recording in Canvas and inability to use the Canvas feature. There is no review in Respondus of the exam by students prior to their being able to submit an exam.

d. Feedback regarding the goal of developing a guide for assessments in DE from DEC members: What will we recommend regarding assessments in the various modalities. What kind of assessments are effective in a DE course? It is possible that we could create an "idea book" of ways to provide assessments.

e. Policies for Synchronous Courses discussion was tabled until next meeting due to time constraints.

f. DE and Accreditation discussion: This item was tabled until next meeting due to time constraints.

G. Recognition and Announcements

a. none

H. Adjournment at 4:35

I. Next DE meeting: November 8th, 2022.

Distance Education Committee

Minutes of November 8, 2022

Committee Members			
Tejal Naik (Chair)	X	Vicki Brewster (Classified)	
Maggie Grover (Nurs)	X	Eugenio Canoy (CTSS)	
Celso Batalha (MSE)	X	Shashi Naidu (Classified)	
Monica Galvan (Coun)	X	Robbie Kunkel (Admin)	X
Robin Hahn (LA)	X	Matais Pouncil (VPAA)	
Pat James (At-large)	X		
Ly- Huong Pham (B&W)	X		
Nasreen Rahim (Past DE Chair)	X		
Raquel Rojas (LA/LETC)	X		
Leslie Williams (SSHAPE)	X		

Guests
Steven Mentor
Amber Machamer

A. Call to Order: 3:07

B. Adoption/Approval of Agenda:
   1. Maggie Grover moves to adopt the agenda
   2. Leslie Williams seconds the motion
   3. Agenda is approved as written

C. Approval of Minutes
   1. Minutes of October 25th, 2022
      - Motion to approve made by Nasreen Rahim
      - Second by Leslie Williams
      - Approved as corrected (The reference to "Peer Evaluation" was replaced with "Peer Observation" in the text of the minutes.)

D. Public Comments (3 min per person)
   1. Amber Machamer, Executive Director, Institutional Effectiveness and Educational Services for the district, shared the new publication of the district Administrative & Governance Handbook. She reported that it was discovered during the search for evidence for accreditation, that the handbook had not been published since 2015 so a new one was created. The new version is still "raw", but something needed to be created. It covers board processes and provides information about district procedures and structures. It will eventually be posted on the district website. The pages within the handbook are designed to allow the district community to address any questions that may exist and all questions are welcome.

E. Action Items
   - DEC Meetings held in Zoom through December 2022
     - Pat James made a motion to approve
     - Nasreen Rahim seconded

- The subsequent vote was unanimous.

F. Information Items/Discussion Items
  - Maintaining DE certification requirement: Update from the Academic Senate:
    - DEC wants to change the maintaining certification requirement from four hours every two years to two hours every year.
    - The requirement was considered by the Academic Senate and subsequently sent to legal by the Faculty Union as a working condition. So, the senate pulled the proposed change from the action agenda and reaffirmed the current maintaining certification requirement of at least 4 hours every two years.
    - The senate indicated that the matter could be brought back when the issue has been discussed at the bargaining table between the college and the union.
    - The four-hour every two years requirement currently aligns with SJCC as the item was accomplished jointly in 2018.
  - POCR – Guided Pathways update
    - Funding has been obtained from Guided Pathways, thanks to our administration, to have all GE courses from all the divisions go through the POCR approval process to then be submitted to the CVC Exchange. This is also the first step toward getting an online degree available for students.
    - The DEC spent a little time discussing the English on-campus testing requirement for Engl 01A and Engl 01B as possibly being an obstacle to making fully online degrees available. The DEC should consider all the new technology and offer other options to have proctored tests that satisfy the concerns of the English Department. There is a willingness to work on this issue from the members of the DEC committee. We can provide options to the Language Arts area. When the DEC begins to work on the guide to online assessment, it should start with the English 01A, 01B suggestions.
    - Funding for POCR is from guided pathways right now. Tejal Niak has been discussing the issues with the English Department to get their courses POCR certified.
    - If DEC committee members want to be on the POCR team, contact Tejal Naik.
    - Questions from the committee:
      - What does having a course be POCR certified actually mean?
      - Is the person submitting to POCR the only one who can teach the class?
      - What if you don't want your class to be certified?
      - What happens if the course is approved, and the faculty member involved decides that they don't want to teach it?
      - Do we need to go through the process again with that course?
    - Tejal Naik responded that it's likely that the faculty member who has a course certified will be the one teaching the course in the Exchange.
    - These questions will be researched further by Tejal Naik. She will also determine the exact funding although it will generally come from Guided Pathways.
    - This item will come back to DEC for further discussion
  - Innovation in Online Teaching and Learning (IOTL) Workshops update:
    - All workshops are posted in the open Canvas shell is located at https://sjeccd.instructure.com/courses/25999. The shell also has

excellent resources for all faculty members regarding using many types of online technology.
- There are four Friday's left for workshops all will be at lunchtime (noon-1:00). There will be one next Thursday, 11/10/2022 (because Friday is Veterans' Day) called the "Watercooler" that will address any questions you may have about Canvas or Zoom.
- The next one will be on Equity and RSI Nov 18 form 12 pm to 1pm via zoom
- The third will be on new modalities of online education and student success Dec 2 form 12 pm to 1pm via zoom
- The last workshop of the year will be about preparing your course for the next semester: Dec 9 form 12 pm to 1pm via zoom

- DE Handbook workgroup
  - Volunteers are needed:
    - Work was started last term and has been updated (Pat James, Raquel Rojas, Tejal Naik, Nasreen Rahim)
    - Pat James, Raquel Rojas, and Nasreen Rahim have agreed to continue to work. Maggie Grover has joined this workgroup.
- Discussion: General Biology Exam question
  - Tejal Naik was contacted by Lisa Hays and Dean Herrera regarding how to offer an on-campus exam that accompanies an asynchronous lecture portion of the course. The General Biology exam has always been done in person but since the pandemic closure the exam has been effectively done online. The online course is taught as a hybrid with asynchronous lecture and on campus lab. Unlike regular hybrid courses, in this course the asynchronous portion has 50 students which are split into two on campus labs held on different days. The students register for the lab separately. The question is whether it is okay for the exam that covers the lecture portion of the course to be offered during the lab portion of the course? The lab is mandatory for course and the split groups are consistent student enrollments as students stay in the day they sign up for.
    - Discussion: Pat James commented that it's a hybrid that the biology department controls. Tejal Naik commented that there might be a loss of time in the lab to take the test.
    - Lecture exams cannot be offered in person during lab time for asynchronous class/lecture. The concern is the loss of lab time. It is possible if they are able to adjust the lab hours asynchronously to accommodate the lecture component of the exam during lab time.
    - We can provide the biology department with some options for offering online exams as they don't trust students not to cheat.
    - Add dates for synchronous exams to the lab schedule if possible being careful about other courses being scheduled at times the lab additions would be made.
    - Ann Marie Machamer suggested checking with schedulers for their suggestions.
    - Leslie Williams said that the students must be certain of times to come to campus at the time of registration.
    - Raquel Rojas suggested that the department change the description from asynchronous lecture to just hybrid to allow for the allocation of time. The whole class is hybrid.
    - One of the problems is the time slots don't lend themselves well for the addition of time to the lab component.

        - Is there some work that the students do in the lab setting that is passive that could be done as preparation in the lecture component then freeing up time for a longer exam to happen? If the exam covering the lecture materials is not weighted as heavily as that covering the lab component, maybe digital proctoring would work.
        - The DEC may need more information from the department, before giving them suggestions from the committee other than to be sure that the dates and times are in the schedule at the time of registration.
    - Discussion: Feedback/Input on an assessments guide for DE:
        - This item was tabled until the next meeting.
    - Discussion: Policies for Synchronous Courses
        - This item was tabled until the next meeting.

G. Recognition and Announcements
H. Adjournment: The meeting was adjourned at 4:18 pm

Next DE meeting: November 22nd.

Respectfully submitted by Pat James

Approved with the course names corrections.

Distance Education Committee

Minutes of November 22, 2022

Committee Members			
Tejal Naik (Chair)	X	Vicki Brewster (Classified)	
Maggie Grover (Nurs)		Eugenio Canoy (CTSS)	
Michael Ghebreab (MSE)	x	Shashi Naidu (Classified)	
Monica Galvan (Couns)		Robbie Kunkel (Admin)	x
Robin Hahn (LA)	x	Matais Pouncil (VPAA)	
Pat James (At-large)	x		
Ly- Huong Pham (B&W)	x		
Nasreen Rahim (Past DE Chair)	x		
Raquel Rojas (LA/LETC)	x		
Leslie Williams (SSHAPE)	x		

Guests
Steven Mentor
Kelly Nguyen Jardin

A. Call to Order. 3:06
B. Adoption/Approval of Agenda
    1. Moved to approve: Ly Hong Pham
    2. Seconded the motion: Leslie Williams
    3. Approved
C. Approval of Minutes: 11/8 minutes tabled until a quorum
D. Public Comments (3 min per person)
    1. None
E. Action Items
    1. None
F. Information Items/Discussion Items
    1. Assessments in DE document
        A. Goal: The DEC Committee will complete the online assessment guidelines (OAG) document during 2023.
        B. Members will work on the guidelines in parallel with the with the revision of the online teaching handbook.
        C. Tejal Naik showed an outline of content considerations of the OAG to get the committee started on the work:
            I. Verifying that the student taking the test is the student enrolled in the class.
            II. Transfer issues: Faculty/Department/Division should know the transfer environment subject to specific discipline requirements when designing assessments.
            III. Definitions of types of proctored exams (someone is watching or verifying the test environment)
                - Digital: Options such as Respondus lockdown browser & monitor
                - On Campus (useful for hybrid courses)
                - Live Zoom proctoring
                - Verified off site proctoring
                    - Proctoring Network of other colleges (CVC)
                    - Other arrangements that are approved by the teacher. (i.e. City libraries, other institutions, etc.)
            IV. Equitable board grading of exams
            V. Authentic Assessments

VI. Final Projects

D. Faculty Observation form for DE courses

1. Tejal Naik shared the current peer observation form. (copy of form on page 4)
    a. Consider content that could be revised.
    b. What are the conditions under which peer observation takes place?
    c. Revision should consider that everyone will use the same form that covers what we, as the DE Committee members, consider the attributes of effective online course courses.
    d. Consider the conditions under which peer observation takes place (i.e. which class is observed, what modality, module organization, presence of an orientation)
    e. Considerations about the observer were discussed as follows:
        i. Are there qualifications for the peer who does the observation?
        ii. Are peer and faculty in the course at the same time?
        iii. What role do we put an observer into the course?
        iv. What are the qualifications of an online peer observer?
2. The DEC Committee, as trusted advisors regarding distance education, will recommend to the Academic Senate, a peer observation model and form. (By February – but sooner the better)

E. DE activities review for maintaining online teaching eligibility: Question from William Silver: Does observing DE courses count as maintaining eligibility to teach online?

i. Dr. Silver turned in a document with these items approved by the DEC as well. See below:
    1. I attended an Instructure Speed Grader training presentation for **1 hour** on March 4, 2021
    2. I attended a CCC TechConnect Workshop for **1 hour** on Zoom changes in Canvas on June 9, 2022. As it turned out, I was already familiar with the changes discussed at the workshop.
    3. I attended the **1-hour** Respondus presentation, "How Five Colleges Address Exam Integrity with Lockdown Browser and Respondus Monitor" _on October 19, 2022.
    4. I attended the **1-hour** Instructure webinar, "Higher Education Is Changing: Students Need Flexibility, Equitable Access, and Employable Skills" _on November 8, 2022.

G. Recognition and Announcements
None

H. Adjournment at 4:39 pm
1. Motion to Adjourn: Pat James

Next DE meeting: December 13th – Last meeting of Fall.

San Jose·Evergreen Community College District
OBSERVATION FORM FOR ONLINE FACULTY

FACULTY MEMBER'S NAME: _____

Evaluator: _____

Course: _____

Date of Observation: _____

RATING SCALE:
1. Distinguished 2. Proficient 3. Needs Improvement 4. Unsatisfactory 5. Not observed/Not applicable

JOB PERFORMANCE:

Online Faculty

	RATING	COMMENTS
1. Demonstrates current knowledge of the subject material.		
2. Adheres to the course outline or content.		
3. Employs effective teaching methodologies and materials consistent with online/hybrid instruction.		
4. Teaches at an appropriate level for the course.		
5. Presents online course content clearly, concisely and effectively.		
6. Maintains student-faculty relationship conducive to learning.		
7. Promotes student opportunities for questions about course content.		
8. Initiates and maintains regular effective contact with the class.		
9. Communicates expectations that are well-defined regarding student conduct and participation in the course.		
10. Demonstrates sensitivity in working with diverse students of diverse racial and ethnic backgrounds, sexual orientation, and disabilities.		

Distance Education Committee

Meeting Minutes of April 11, 2023

Respectfully Submitted by Tejal Naik

Committee Members			
Tejal Naik (Chair)	x	Vicki Brewster (Classified)	
Maggie Grover (Nurs)	x	(CTSS)	
Michael Ghebreab (MSE)	x	Shashi Naidu (Classified)	
Monica Galvan (Couns)		Robbie Kunkel (Admin)	x
Robin Hahn (LA)		Matais Pouncil (VPAA)	
Pat James (At-large)	x		
Ly- Huong Pham (B&W)			
Nasreen Rahim (Past DE Chair)			
Raquel Rojas (LA/LETC)	x		
Leslie Williams (SSHAPE)			

Guests
Bhawana Mishra
Ann Marie(Amber) Machamer

A. Call to Order: 3:15 pm

B. Adoption/Approval of Agenda

   i. Did not have a Quorum.

   ii. Agenda approved unanimously by attending members.

C. Approval of minutes

   i. Minutes tabled to next meeting due to lack of quorum.

D. Public Comments (3 min per person)

E. Action Items: None

F. Information Items/Discussion Items

   i. IESS and Delineation Function: Dr. Machamer shared a document delineating the functions of different offices in the college and district. This document was started in 2019 but got off-track due to the pandemic. It is now nearing completion and will be released on the district website. Dr. Machamer invited feedback on the document before it's published on the website. The DE chair expressed appreciation for this document and thanked Dr. Machamer for this important work.

   ii. IOTL Workshop Update: The April IOTL workshops are planned as faculty show and tell and Tejal requested DEC members to invite faculty

volunteers for these workshops. In particular, faculty show and tell on video tools and Turnitin. As incentive these faculty hosts will receive 2 hours towards maintaining their DE eligibility for each one hour workshop that they host.

iii. Online Faculty Observation form (OFOF) for DE courses: Tejal shared the live OFOF with feedbacks and edits from SJCC DEC. For the most part, the feedback from EVC DEC was acceptable with minor edits. EVC DEC had removed the diversity criteria so that this (online) form aligned with the number of criteria in the "in person" faculty observation form. Majority of the requirements in that criteria was folded in to criteria #4 and #10. However, SJCC DEC felt the diversity criteria was important enough to be added back in as an additional criteria #11. EVC DEC support this. There was some discussion on sentence structure, grammar and clarity and edits were made so the criteria #8 was clear with supporting examples on what to observe for this criteria. There was still contention regarding speed grader submission comments in criteria #8. While the FERPA issue was resolved, there were still concerns regarding student privacy. Students typically view this comments as private communication between themselves and faculty and these can be sensitive. And the SJCC committee members feel that observer should not have gradebook access due to Student privacy concerns. The DEC members agree, but feel submission comments are an important piece of evidence for Regular substantive interaction (RSI). Pat James suggested asking for samples of submission comments from the observed modules that faculty can provide. These samples can be screenshots of submission comments. The DEC felt this was an excellent compromise. This recommendation was added to the OFOF for criteria #8. The EVC DEC then discussed the type, length and amount of access that a faculty observer should have. Tejal reported that similar to EVC, SJCC also did not have a standard on this.

Clarifications were made as to the different type of roles that faculty observer can be assigned, in particular Teacher and TA roles. It was determined that Teacher role is full access which was not appropriate, and TA role does not have gradebook access nor edit access. Edit access is necessary to evaluate accessibility (508 compliance). The DEC considered the access that a faculty observer (FO) for an in person evaluation has and used that as a reference to determine observer access for online course. After a lengthy discussion, it was determined that due to differences in teaching pedagogy, modality and Title 5 requirements for online courses, observer access for online course cannot be exactly the same as for in person courses. After further discussion on what is needed to review the criteria in the OFOF, the DEC agreed upon the following:

Type of Access: Canvas role: *Faculty Observer*. This role will have access that is lower than Teacher access, but higher than TA role. Faculty Observer role must have access to discussion, rubrics, announcements, assessments, modules, homepage, and analytics. Due to privacy concerns, No gradebook access and no inbox access.

Amount of access: Orientation module and at least two (other) course modules chosen by the faculty (just at faculty decides which class meeting to observe.) The basis for this is that the FO needs access to at least this much to observe how the criteria listed in the OFOF are met.

Length of time: FO will have access to the course: 48 to72 hours. The faculty will give access to the FO. In interest of practicality when the access starts can be decided between the faculty and FO to meet their schedule and availability.

iv. Revised DE handbook – First draft: This draft did not have any content changes, just reorganization and clean up and accessibility compliance. DEC members reviewed the DE handbook and there were a few English teacher edits which were corrected. Tejal will present this as the next AS meeting for approval.

G. Recognition and Announcements

a. Tejal reported that the email delivery certificates of attendance for IOTL workshops hit a snag: The emails that were sent from the Certifier platform did not go through due to districts ITSS firewall. This will be resolved soon and the certificates resent. Tejal requested the DEC members to reassure the faculty in their division that they will have the certificates by the end of the week. The can then submit these certificates as documentation for maintaining their eligibility.
b. DE Coordinator Drop-in hours: Tejal will hold DE Drop in hours this semester every Thursday from 12:30 pm to 1:30 pm in LE-221 and on Zoom
c. Robbie Kunkel commended Tejal and DEC members on their excellent work in crafting the OFOF. This new form will provide clarity and help both administrators and faculty to work together in improving online teaching.

H. Adjournment: Motion to adjourn at 4:22 pm by Michael Ghebreab.

Next DE meeting: April 25, 2023 in Mishra community room and via zoom

FACULTY MEMBER'S NAME: _____

Evaluator: _____

Course: _____

Date of Observation: _____

RATING SCALE:

1. Distinguished 2. Proficient 3. Needs Improvement 4. Unsatisfactory 5. Not observed/Not applicable

JOB PERFORMANCE:

Online Faculty

	RATING	COMMENTS
1. Course shell is organized and easy for the students to navigate. (Includes a homepage with course information and instructor contact, has an orientation Learning management (LMS), course requirements, policies, and other relevant information).		
2. Elements of the course created by the instructor and publisher (or other) material used demonstrate appropriate depth and rigor of the subject matter.		
3. Course content is placed in Learning management system(LMS), in self-contained segments (modules, units, lessons) that are appropriately paced to meet the weekly contact hours requirement for the course.		
4. To address the student's various learning styles, the course content is delivered using variety of media (text, audio, video, graphics) and makes effective use of the Learning management (LMS) tools. External Links, software, programs for delivering course content are current, active, functional, and integrated into the LMS.		
5. A variety of assessments are used that indicate the course Student Learning Outcomes(SLO's) will be appropriately assessed.		.

6. Promotes student opportunities for questions about course content by providing a Q&A forum and Virtual Synchronized office hour as well as email contact information with response time.		
7. Ensures there is instructor presence in the course through regular announcements, responding to student questions, timely feedback and grade posting, etc.		
8. Feedback is provided to the students that is substantive, and timely (in form of submission comments, announcements, annotations in the work, grading rubrics etc.).		
9. Includes Assignments or activities that offer opportunities for student interaction (discussion forums with graded peer replies, group projects etc).		
10. Reasonable accommodations (videos have captions, all LMS course materials pass the accessibility checker) are made so that all materials are accessible and compliant with section 508.		

Distance Education Committee

Meeting Minutes of April 25, 2023

Respectfully Submitted by Tejal Naik

Committee Members			
Tejal Naik (Chair)	x	Vicki Brewster (Classified)	x
Maggie Grover (Nurs)	x	(CTSS)	
Michael Ghebreab (MSE)	x	Shashi Naidu (Classified)	
Monica Galvan (Couns)		Robbie Kunkel (Admin)	x
Robin Hahn (LA)		Matais Pouncil (VPAA)	x
Pat James (At-large)	x		
Ly- Huong Pham (B&W)	x		
Nasreen Rahim (Past DE Chair)			
Raquel Rojas (LA/LETC)	x		
Leslie Williams (SSHAPE)	x		

Guests
Steven Mentor
Krista McClain

A. Call to Order: 3:15 pm

B. Adoption/Approval of Agenda

   i. Agenda

      Motion to approve : Michael Ghebreab

      Second: Maggie Glover

C. Approval of minutes

   i. 12/13/22 Minutes: Tejal reported that these minutes had already been approved at the February 14th DEC meeting.

   ii. 2/14/23 Minutes

      Approved with corrections made by Vicki Brewster. A suggestion was made to list all the acronyms at the bottom of the document.

   iii. 2/28/23 Minutes

      Approved with editorial corrections made by Vicki Brewster

   iv. 3/28/23 Minutes

      Approved with corrections to be made by Tejal.

   v. 4/11 minutes tabled to next meeting

D. Public Comments (3 min per person); None

E. Action Items: None

F. Information Items/Discussion Items

i. Title 5 Disclosure to Students update: Tejal provided clarification on this Title 5 update which requires colleges to disclose the following in the course schedule for **all online courses**: Technology/devices needed, Technology apps/platforms and proctoring software used in the courses. Tejal requested that the DEC members communicate to their respective divisions that this does not mean that Faculty are required to use Respondus proctoring software or publisher's online homework system. This update merely requires that **if faculty choose** to use Respondus proctoring software or an online homework system then it should be disclosed in the course schedule so student know that before they register for the course. This decision would be made by the faculty in consultation with their department and division.

ii. Maintaining DE Eligibility update: Tejal recapped the maintaining eligibility requirement which is on a 2 year cycle: faculty would complete at least 4 hours of DE related activities every 2 years. Currently, due to the Dean's timeline on assigning classes, faculty would need to start updating their eligibility a year in advance. For example, to be eligible to teach in Fall 2023, they would need to update their eligibility by end of Fall 2022. Based on a request by faculty, Tejal has a question regarding the update timeline. One of the faculty whose eligibility expires in May 2024, is completing hours in Spring 2023. The question is should the eligibility be extended from the month/semester that it expires or from the month/semester that she completed the hours? So should this faculty's eligibility be extended to May 2025 or to May 2026. The discussion ensued. Maggie Glover contributed, that so long as the cadence of 2 years is maintained it should be fine. There was further discussion on clarification of how this is working right now. It was finally determined that we would stick with our one year recommendation. Faculty will start working on their hours no more than

one year (two semesters) before their eligibility expires. Steven Mentor added that the union is negotiating faculty compensation for maintaining eligibility requirement. Tejal added that the process for faculty to submit their documentation for the DE related activities is going well. Several faculty have already made submissions via the DE eligibility form (canvas quiz) that is housed in the IOTL canvas course. Tejal verifies the documentation once a month and send the updated eligibility date to the faculty through submission comments. She also update the Faculty Eligibility for Online Teaching (FEOT) list. This list is sent to the Deans at the end of the semester.

iii. Online Faculty Observation form (OFOF) Update: Tejal presented the latest version (version 4) of the OFOF form. This version now includes the type, amount and length of access that Faculty Observer (FO) has under "Instructions" section at the top of the form. She added that the next step will be to contact the Canvas admin to set up a "Faculty Observer" role in Canvas. Raquel Rojas wanted to know whether this included speed grader access. Tejal clarified that it was discussed and agreed at the last DE meeting that the FO would NOT have access to either the grade book or speed grader. Instead the faculty would provide a sample of feedback/submission comments from the modules being observed. Raquel brought up a concern that there might be a scenario in which the faculty would refuse to provide samples of submission comments, since there is no mention of that in the form. At the last meeting it had been decided that in criteria #8, submission comments would be added back and an asterisk indicating a foot note put next to it. At the bottom of the form the footnote will say "Faculty will provide a sample of submission comments from the observed modules". Tejal is fairly certain that SJCC simply neglected to add the footnote to the form. Tejal will confirm with Audrey Blumeneau and add it before presenting to AS if SJCC has no objection. Steven Mentor

reminded the committee of the urgency, time wise, for the form to get AS approval so it could be brought to the union for bargaining. Tejal requested members to attend the AS meeting in support of the OFOF.

G. Recognition and Announcements

i. OER Initiative Cohort 2: The President's OER Initiative cohort 2 is a go. Application for proposal to curate or create OER for use in EVC courses will be available April 28th. There will be an informational workshop on May 10th and the applications due by 5/30.

ii. OTC'23: The Online Teaching Conference (OTC) 2023 will be held in person in Long beach from June 20 – June 23. Tejal encouraged the members to attend.

H. Adjournment: Meeting adjourned at 4:32pm.

Next DE meeting: May 9th, 2023 in Mishra community room and on Zoom

FACULTY MEMBER'S NAME: _____

Observer: _____

Course: _____

Date of Observation: _____

Instructions:

Type:

The Faculty Observer will be added to Canvas in the role of 'Faculty Observer' This role provides access to discussion, rubrics, announcements, assessments, modules, homepage, analytics and editing abilities to check for accessibility. Due to privacy concerns, there is no gradebook access and no inbox access.

Amount:

The Faculty Observer (FO) will observe the Orientation module and at least two (other) course modules chosen by the faculty. The basis for this is that the FO needs access to at least this much to observe how the criteria listed in the Online Faculty Observation Form are met.

Length of time:

The Faculty Observer (FO) has access to the course: 48 to 72 hours (about 3 days). The faculty will give access to the FO. In the interest of practicality when the access starts can be decided between the faculty and FO to meet their schedule and availability.

RATING SCALE:

1. Distinguished 2. Proficient 3. Needs Improvement 4. Unsatisfactory 5. Not observed/Not applicable

JOB PERFORMANCE:

Online Faculty

	RATING	COMMENTS
1. The course shell is organized for the students to navigate and find information. The course includes: a. Homepage with course information and instructor contact b. Orientation on how the course is organized in the Learning Management System (LMS) c. Course requirements, policies, and other relevant information.		
2. Course material created by the instructor, publisher, or other material demonstrates appropriate depth and rigor of the subject matter.		

3. Course content is placed in the LMS, in self-contained segments (modules, units, lessons) that are appropriately paced to meet the weekly contact hours requirement for the course.		
4. To address the student's various learning styles, the course content is delivered using a variety of media (text, audio, video, graphics) and makes effective use of the Learning Management System (LMS) tools. External links, software, programs for delivering course content are current, active, functional, and integrated into the LMS.		
5. A variety of assessments are used to assess all Student Learning Outcomes (SLOs).		
6. The course promotes student opportunities for questions about course content by providing a Q&A forum, online synchronous office hours, and email contact information, with response time)		
7. Ensures there is instructor presence in the course through regular substantive interaction via announcements, responding to student questions, timely feedback grade posting, et cetera. The course includes communication policy in the syllabus, orientation module, home page, Q&A Discussion forum, and/or regular announcements.		
8. The feedback provided to students is substantive and timely (in the form of announcements, grading rubrics et cetera). The course includes a written communication plan describing the instructor's timeliness for grading, how feedback is given to students, in the syllabus, orientation module, or home page.		
9. Includes assignments or activities that offer opportunities for student interaction (discussion forums with graded peer replies, group projects et cetera.).		
10. Reasonable accommodations are made so that all materials are accessible and compliant with Section		

508. For example, videos have captions and all LMS course materials pass the accessibility checker.		
11. Demonstrates sensitivity and working with students of diverse racial and ethnic backgrounds, sexual orientations, and disabilities. Examples could include statements in Syllabus or orientation module, content in announcements, assessments, lecture materials, and representation through images, that show diversity and differences.		