

# Distance Education Committee

Meeting Minutes of September 10th, 2024

*Respectfully Submitted by Tejal Naik*

Committee Members			
Tejal Naik (Chair)	X	Vacant (Classified)	
Maggie Grover (NURS)	X	Ken Nguyen (CTSS)	X
Adam Green (MSE)	X	Shashi Naidu (Classified)	
Will Thai (COUNS)	X	Grace Estrada (ACCC Chair)	X
Vacant (LETC)		Matais Pouncil (Div Admin)	X
Pat James (At-large)	X	Vacant (Admin At large)	
Ly- Huong Pham (B&W)	X	Steven Mentor (CTC Chair)	
Nasreen Rahim (Past DE Chair)	X		
Raquel Rojas (LA)	X		
Patricia Tirado (SSHAPE)	X		

Guests	
Kelly Nguyen-Jardin	
Antionette Herrera	

## I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:01 pm

## II. Adoption/Approval of Agenda

Agenda was adopted and approved as is.

## III. Approval of minutes

Meeting minutes from 5-14-24 approved through Consent agenda.

## IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

## V. Information/Discussion Items

- a) Committee Membership Update: In the first DEC committee meeting, the group members introduced themselves and discussed their roles and responsibilities. The DE chair emphasized the committee's role as the recommending body to the Academic Senate. The committee also addressed vacancies in their membership, with two positions, LETC and Administrator at-large remaining unfilled. Dean Herrera reported that the

vacant committee seats were being discussed at the Dean's meeting and they will be filled soon. Tejal reported the new guidelines from the State Senate regarding the in-person meeting requirement starting in Spring 2025. Since the DEC is a subcommittee of the Academic Senate, Browns rules apply and beginning Spring 2025, there will be no Zoom option. Concerns about in person attendance were raised by the members, and need for biflex option, especially for a distance education committee were made.

- b) **New Features and Update:** Committee discussed the new feature updates in Canvas that included redesigned announcements, assignments and discussions. Tejal asked for the committee's feedback and encouraged the committee members to seek feedback from their division faculty. Patricia Tirado expressed dissatisfaction with recent changes to Canvas, citing increased complexity and a lack of user-friendliness. She highlighted three issues she encountered during the semester, including a glitch where points were generated for assignments without student submissions, a problem with the sequencing of assignments, and an issue with copying content from a previous semester. Patricia James suggested these issues needed to be addressed to improve the user experience. Patricia James discussed a problem with students bypassing required readings in Canvas, which was causing confusion. They agreed to monitor the situation and await a response from the Canvas representative. Patricia James also discussed a glitch where some assignments mysteriously had points assigned to them before the semester started, which she found frustrating. They also discussed a related issue to the assignment redesign in Canvas, where copied assignments were sometimes being populated with old policies. The solution proposed was to remove all dates from copied assignments to avoid this issue. Adam raised concerns about new default settings in their department's discussion posts, which were causing issues for faculty. Tejal

clarified that these issues were due to a lack of communication about the new settings, and that they had been addressed. The committee reiterated the need for a feature to set two due dates for initial and clear replies in discussion and Instructure's failure to deliver on this feature. Additionally, Ly asked about the possibility of setting a default subscription for discussion questions, but Tejal confirmed that individual subscriptions are necessary. They agreed to further investigate this offline.

- c) Preferred pronouns: The committee discussed the issue of preferred pronouns not showing up in the attendance tool in Canvas, primarily used for in-person classes. They debated whether this feature should be added and if it should be a campus or district level decision. Adam questioned the necessity of this feature, suggesting it would only be important if the rest of the class could see it. The committee agreed to further consider the issue and discuss it with their Canvas representative. Ken discussed the source of truth for pronouns and how it cascades through the system, allowing for individual adjustments. Tejal clarified that students can adjust their pronouns, names, and email in the self-service system, which then feeds into Canvas. The team discussed the potential implementation of pronouns in their system, specifically in Canvas. While some members agreed that it would be beneficial to have this feature, others suggested that it might not be an urgent issue. They considered the possibility of students seeing their own pronouns in the attendance list, but not those of their classmates. The team decided to explore the feasibility of adding this feature, considering the steps and time involved. No final decision was made, but the consensus was that it would be a faculty tool, not a student-facing one.
- d) IOTL workshop Schedule: Tejal discussed the upcoming workshop schedule, seeking feedback on the proposed topics and potential changes. The workshops, held every semester, are weekly sessions starting in September, with some on Thursdays and others on Fridays. Each workshop is officially 1

hour long but includes a half-hour Q&A session. EVC-EDITLab also mentioned the "Faculty Show and Tell" sessions, where online faculty present new tools or techniques they've been using. Raquel raised a concern about the use of Canvas Studio, noting that some faculty prefer to use other software like Camtasia, and questioned whether the workshop would focus on how to use Canvas Studio or convert YouTube videos into it. Tejal suggested introducing Canvas studio to faculty who are used to using Camtasia as its built-into Canvas and easier to use. Raquel agreed emphasizing the importance of proper captioning for accreditation purposes and to meet 508 compliances. The committee discussed the use of video editing tools in their teaching practices. Patricia Tirado shared her positive experience using 3C Media for captioning videos and uploading them to Canvas Studio, stating that it was fast and easy especially when you need to caption a large number of videos. Tejal noted that a workshop on captioning and video editing was in the schedule for Fall IOTL series. The team also discussed the usefulness of transcripts in video editing and agreed to consider creating a quick tutorial on how to create and include transcripts in videos.

Steven proposed a workshop on using AI as a teaching assistance as well as one focusing on best practices and problem-solving for challenges related to AI in distance education. Tejal agreed that the DE breakout session at last PDD on using AI as a teaching assistant had been very well attended and the IOTL workshops can focus on specific division/department and do a Faculty show and Tell to highlight how EVC faculty are using AI. Ly discussed the guidelines from the Academic Senate on AI training and knowledge. Tejal highlighted the need for a college-wide policy on AI and the importance of leveraging AI to help students navigate long lectures. Ken raised concerns about the accessibility of AI-generated content and the need for perpetual content for global audiences.

Adam shared his experience with Adobe Premiere Pro and suggested the college invest in similar tools for higher-end video editing. Teja agreed suggesting the committee could pair down tools they have tried and recommend them to faculty. Ly emphasized the importance of considering diverse experience and interest levels when introducing new tools. Tejal discussed the need for differentiated learning tools for faculty and students at different stages of their video journey. They also expressed concern about storage limits in Canvas, with one faculty member running out of space due to numerous videos. Tejal proposed finding out how much storage they have and making recommendations. They also encouraged the use of Zoom and Canvas Studio together for better captioning and storage.

e) DE Certification and Maintenance: Tabled until the next meeting.

VI. **Recognition and Announcements**

Tejal announced that Effective October 1<sup>st</sup>, 2025 all Zoom recordings created before July 31, 2024 will be deleted from user accounts.

VII. **Adjournment: Meeting adjourned at 4:40 pm**

Next DE meeting: 9/24/24

## Distance Education Committee (DEC)

### Charge

The purpose of the Distance Education Committee (DEC) is to oversee and guide the college by providing training and implementation of all the online and hybrid courses across the curriculum and programs. The committee shapes the college's approach to create robust and quality online learning by implementing a common Learning Management System (LMS). The committee strives to support a campus culture to create innovative and cost-effective solutions to overcome the challenges in Distance Education (DE).

Specifically, this committee will:

- Provide guidance in identifying appropriate approval process of online and hybrid courses.
- Provide campus-wide training utilizing the Online Education Initiatives (OEI) Rubric.
- Promote LMS and OEI Rubric through division/departments and campus activities.
- Provide input to the online evaluation form(s) (ex: online courses and faculty).
- Provide input to the Distance Education Plan

Academic Senate supports DEC work by:

- Actively contributing to the culture of online and hybrid learning while helping to lead campus efforts to increase DE courses.
- Supporting OEI assessment activities by participating in assessments, and adopting best practices rubric and the LMS to offer GE courses through the State of California Exchange program.
- Reporting back to divisions, and linking with the DE policies of the State of California.

### Membership

Approved by AS: 11/16/2021.

**Faculty (7)** - one from each division as determined by the division.

**Adjunct Faculty (1)** - from EVC adjunct faculty

**Administrator at Large (2)** - Deans, VPAA, appointed by President.

**Classified (2)** – Recommended by Classified Senate

**CTSS (1)**

**Curriculum Chair or designee (1)**

**At large (1)** - EVC faculty

**Past Coordinator (1)**

**Student representative (1)** - nonvoting member

**Chair:** DE Faculty Coordinator elected by DE committee.

**Term:** All members are elected/appointed for two years, renewable by appropriate constituent group.

**Meeting:** 2nd & 4th Tuesday of each month, 3:00pm- 4:30pm

**Attendance:** The committee may elect to enforce the three consecutive unexcused absences as a term of vacancy but must make reasonable attempts to contact the member prior to announcing the vacancy to the appropriate constituency.

# Distance Education Committee

Meeting Minutes of September 24th, 2024

*Respectfully Submitted by Tejal Naik*

Committee Members			Guests	
Tejal Naik (Chair)	X	Vacant (Classified)		Kelly Nguyen-Jardin
Maggie Grover (NURS)		Ken Nguyen (CTSS)		
Michael Ghebream (MSE)	X	Shashi Naidu (Classified)		
Will Thai (COUNS)		Grace Estrada (ACCC Chair)	X	
Vacant (LETC)		Matais Pouncil (Div Admin)		
Pat James (At-large)	X	Ebonnie Berry (Admin At large)	X	
Ly- Huong Pham (B&W)		Steven Mentor (CTC Chair)		
Nasreen Rahim (Past DE Chair)	X			
Raquel Rojas (LA)	X			
Patricia Tirado (SSHAPE)				

## I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:01 pm. There was no quorum. Attending Members waited until 3:20, approximately 20% of the total meeting time.

## II. Adoption/Approval of Agenda

## III. Approval of minutes

## IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

## V. Information/Discussion items

Tejal shared the DE Certification and Maintaining Eligibility that was approved by the Academic Senate last spring. She pointed out the transition piece- the changes - which covered the initial certification requirement. See attached document summary document that was shared at the Senate. She also recommended member share this with their divisions and noted that faculty do need to submit documentation to the DE eligibility form in the IOTL canvas course for review and



to update the FEOT(Faculty Eligibility for Online Teaching) list. She will send the following two information documents from the Chancellor's office for reading and review: ASCCC\_AI Resources and ACCJC Quality Continuum Rubric.

VI. **Recognition and Announcements**

**Adjournment:** Meeting adjourned at 3:25 pm

Next DE meeting: 10/08/24

# Changes to DE Certification and DE Eligibility

Approved by Academic Senate: May 2024

## Timeline

- Requirements must be completed no later than **August 16, 2024** to be eligible to teach DE beginning **Fall 2024** semester

## Update

	Current DE Requirements	New - starting <b>Fall 2025</b>
Name	Initial DE certification	Minimum Qualifications Training (MQT)
<b>Requirements</b>	<b>EDIT 22</b> to teach in Asynchronous modalities  <b>AND</b> <b>EDIT 15</b> or <b>EDIT 28</b> to teach in Synchronous modalities	<b>EDIT 22</b> to teach in Asynchronous and Synchronous modalities.

## Record Keeping

The DE Coordinator maintains and reviews the Faculty Eligibility for Online Teaching (FEOT) list and ensures in collaboration with the Office of Instruction and Vice-President of Academic Affairs that the list is updated and current.

## References

- 1) [DE MQT – SQT Update for DE certification and Eligibility](#)
- 2) [MOU Distance Education](#)

# DE Certification (MQT) and Maintaining DE Eligibility (SQT)

*Approved by Academic Senate: Spring 2024*

## Timeline

- To be eligible to teach DE beginning Fall semester 2024, all requirements must be completed no later than August 16, 2024.
- To assist faculty with the training requirements of this MOU, training and outside training resources will be provided through July 25, 2024. See [list of workshops, EDIT courses and training](#).

## How do I get Certified – eligible to teach DE at EVC?

### Through the end of 2024-2025 Academic Year (Transition to DE MQT-SQT MOU):

To obtain initial DE certification at EVC, you will need to complete the Minimum Qualifications Training (MQT) which is

- Successfully complete **EDIT 022** (or the equivalent @One courses)

This certifies faculty to teach online in Asynchronous (fully online) and Asynchronous hybrid modalities for 2 years.

**In addition**, faculty need to complete EDIT 015 (or EDIT 028 or @One Live Online Teaching and learning course) to be eligible to teach in Synchronous (zoom) and Synchronous hybrid modalities. Please note EDIT 028 sunsets December 2024.

### Beginning 2025-2026 Academic Year (Aligned with DE MQT-SQT MOU):

To obtain initial DE certification at EVC, you will need to complete the Minimum Qualifications Training (MQT) which is

- Successfully complete **EDIT 022\***(or the equivalent @One courses)

This certifies faculty to teach online in Asynchronous (fully online), Synchronous, and hybrid modalities for 2 years.

\* By this time, EDIT 022 will be updated to include Synchronous training.

### Please note:

- The DE boot camps only certified faculty to teach during the emergency. Faculty must complete EDIT 22 (or equivalent @One Certificate in Online Teaching and Design) to be DE certified at EVC.
- If faculty have completed EDIT 015 (or EDIT 028 or @Live Online teaching course) BUT HAVE NOT completed EDIT 022, they are not eligible to teach online.

## What do I need to do to maintain eligibility to teach online?

To maintain your eligibility to teach online, you will need to complete Subsequent Qualification Training (SQT) on a regular basis which is

- DE-related activities for **at least 4 hours every 2 years**. These activities must be approved by the DE committee and documented. See the list of pre-approved activities at the bottom of this document.

Faculty are responsible for keeping records of their DE courses, webinars, workshops, and other means of demonstrating eligibility. Please complete and **submit the DE Eligibility form** to provide documentation of your DE training once every two years.

### How do I know when to complete SQT?

The DEC recommends the following timeline on when you should complete SQT to maintain the 2-year cadence. This is based on the timeframe used by the Deans to assign classes and submit the course schedule.

- To teach for Summer and Fall, the certification must be done by prior intersession. For example, to teach Summer and Fall of 2024, the four hours must be completed by January 2024.
- To teach online for Spring and Intersession, certification must be completed by the previous Summer. So, to teach for Spring and intersession 2025, the four hours must be completed by August 2024.

**Note:** The refresher training (SQT) must be done on a 2-year cadence. Thus, training should be started and completed no more than one year before the eligibility date expires.

## Where is the DE Eligibility form?

The form for submitting documentation of DE related activities is housed in the faculty resource canvas course, [Innovation in Online Teaching and Learning\(IOTL\)](#). This is an open canvas course for EVC faculty and you can self-enroll by clicking on the above course link. The form is located on the homepage of the course – scroll down to the Maintaining eligibility for online teaching box and click on the DE eligibility form link.

### Why do I need to use the DE eligibility form?

By submitting your documentation through the DE eligibility form every two years, you will help maintain a record of your eligibility expiration date that you can access anytime and update the FEOT list.

## What is the FEOT list?

The Faculty Eligibility for Online Teaching (FEOT) list is a record of DE certification and eligibility expiration date for EVC faculty. The DE Coordinator maintains and reviews the Faculty Eligibility

for Online Teaching (FEOT) list and ensures in collaboration with the Office of Instruction and Vice-President of Academic Affairs that the list is updated and current. This list is updated three times a year (at the end of each term) based on the submissions in the DE form and sent to the Deans by the DE Coordinator.

## What activities/workshops/courses are pre-approved?

The following are a few examples of DEC (Distance Education Committee) approved workshops, professional development sessions, and courses related to DE. **This is by no means an exhaustive list.** If you intend to participate in a DE-related activity not listed here, please reach out to the DE Chair who will take it to the DE committee for approval. Please note that in general, self-paced non-facilitated courses or training do not qualify as refresher training.

- Attend Innovation in online teaching and learning (IOTL) workshops offered at EVC
- Attend DE sessions hosted by the DE coordinator at PDD
- Complete EDIT courses (EVC faculty get a fee waiver to take these courses)
- Complete instructor facilitated @One courses (they cannot be self-paced)
- Attend POCR norming sessions (Please note: CVC requires certified POCR faculty to attend at least two (2-hour) workshops each year)
- Attend CVC-OEI workshops on best practices in online teaching
- Attend training webinars offered by CCC Accessibility Center
- Attend Conferences related to DE
  - [CCC – TechConnect’s Online Teaching Conference \(OTC\)](#)
  - [InstructureCon](#)
  - Peralta Online Equity Conference
- Obtain ACUE Micro credentials related to online teaching.
- Curate/Create OER that is published on LibreText and adopted for teaching at EVC.
- Attend training webinars offered by CCC Accessibility Center
- Pre-approved Technology Training offered at SJECCD
- Complete selected Instructor facilitated courses related to online teaching from Coursera (Please check with DE coordinator)
- Equivalent DE Training offered at other community colleges (Please check with DE Coordinator)
- POCR LITE review of faculty's online course (subject to funding)

# Distance Education Committee

Meeting Minutes of October 8th, 2024

*Respectfully Submitted by Tejal Naik*

Committee Members				Guests	
Tejal Naik (Chair)	X	Vacant (Classified)			
Maggie Grover (NURS)	X	Ken Nguyen (CTSS)			
Michael Ghebreab (MSE)	X	Shashi Naidu (Classified)	X		
Will Thai (COUNS)	X	Grace Estrada (ACCC Chair)			
Vacant (LETC)		Matais Pouncil (Div Admin)	X		
Pat James (At-large)		Ebonnie Berry (Admin At large)	X		
Ly- Huong Pham (B&W)	X	Steven Mentor (CTC Chair)	X		
Nasreen Rahim (Past DE Chair)	X				
Raquel Rojas (LA)	X				
Patricia Tirado (SSHAPE)	X				

## I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:05 pm.

## II. Adoption/Approval of Agenda

Motion by Maggie, seconded by

## III. Approval of minutes

DEC minutes from 9/10 and 9/24 were reviewed and approved through Consent agenda.

## IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

## V. DE Chair Report

Tejal provided an update on her role as DEC chair and DE coordinator. She attends All College Curriculum Committee and Campus Technology Committee as DE Chair. And of course, reports to the Academic Senate as DEC is a subcommittee of the Senate. She attends the District Technology Committee and the Tech Review committee as the DE coordinator. She also shared information in the memo sent last May from Chancellor's office regarding, AB 607 Education Code which requires us to include information

about course materials cost to students in the course schedule.

Tejal also reported on CVC consortium initiative to streamline the transcript process for CVC exchange students and to make transcripts requests free of cost. CVC is working with Canvas and Parchment to make this happen. She also reported on the establishment of the first ever POCR academy at EVC. The first cohort is underway with 4 faculty revising their courses to align with CVC-OEI Rubric.

There was a query from Maggie regarding the source of the information regarding the deletion of Zoom recordings. Tejal reported that a memo was sent out from the State Chancellor's office (August 30<sup>th</sup>) regarding the new Implementation of Zoom Recordings Retention Policy, according to which effective October 1<sup>st</sup> 2025, all zoom recording created before July 31<sup>st</sup> 2024 will be deleted from user accounts. Tejal will prepare a tutorial on how to download the zoom recording and store them in 3C Media accounts as well as in Canvas Studio.

## VI. Information/Discussion items

- a) **Online Faculty Observation form (OFOF):** The new online faculty Observation form was approved and is available in the AFT contract. This was shared at the Academic Senate and Tejal requested the committee members to share with their respective divisions. The DEC recommended training or orientation be offered to faculty unfamiliar with online modality and or the new form. The committee also discussed the contract language and its implications for the online evaluation forms. They agreed to follow up on the contract language to ensure clarity and to consider feedback from faculty who have used the forms. Steven Mentor emphasized the importance of understanding the contract specifics and suggested that the faculty should be clear about their roles in using the forms.
- b) **Faculty Eligibility for Online Teaching (FEOT) on Power Bi:** Tejal reported on the ongoing project of digitizing faculty eligibility for online teaching. Currently updates to the FEOT list are sent by the DE coordinator at the end of each term. This project entails a cloud-based app for live maintenance and reporting. The app requires access to faculty IDs which are being provided by the Office of Academic Affairs. VP Pouncil has also identified classified personnel who will

update and maintain the app. Verification of DE training will still be under the purview of the DE coordinator.

- c) **Compensation for Faculty Show & Tell:** Tejal discussed the compensation for associate faculty attending and hosting breakout sessions. It was clarified that associate faculty would be compensated for attending the sessions, as per VP Council's email, and the compensation would be based on the number of hours spent attending the training. The Faculty show and Tell incentive for hosting sessions, which provided credit towards the DE refresher training, was also discussed, but it was clarified that associate faculty could not be compensated for both hosting sessions and getting the refresher training. The aim is to avoid double dipping or double counting. The committee agreed that faculty should not be paid for the same hours twice, however the effort is recognized separately through compensation and the refresher training incentive. Tejal emphasized the success and popularity of Faculty Show and Tell and the benefits of sharing experience among colleagues. Tejal also shared a one -page document summarizing the DE certification and Maintaining DE eligibility process that the DEC committee reviewed for accuracy. (Attached to the end of this document) This will be shared at the Academic Senate and then collegewide. The committee members can also share and reference this document to answer queries regarding DE certification and maintaining eligibility.
- d) **DE certification and Maintenance Process:** Tejal started the discussion citing the need to update the DE handbook to clarify the certification process for new faculty hires, particularly those who may not have completed Edit 22. The current process involves temporary certification for one semester, contingent on completing EDIT 22 concurrently, provided the new hire has had some online training and is familiar with the Canvas LMS. After discussing various scenarios such as grace period before new hires are fully certified, inclusion of a POCR lite review, the handbook will be updated with the new process and language. The committee discussed the certification process for new hires, both adjunct and full-time faculty, at EVC. As well as the varying training



requirements for online courses across different colleges. Patricia shared her concerns about the need for training at multiple institutions, which she found exhausting. Tejal mentioned that the DE coordinators organization is collecting information on the different trainings offered by colleges, revealing a wide variation in requirements. Margaret suggested a one-year grace period for new hires to get familiar with the campus and content, with a possible extension for part-time faculty. Raquel raised a concern about the impact of class cancellations on associate faculty, suggesting that they should not be penalized for circumstances beyond their control. The committee agreed the new hires with familiarity with teaching online and Canvas LMS should be given temporary certification for at least one semester contingent on them completing EDIT 022 concurrently. The main concern was ensuring that students are taught by qualified individuals who can effectively teach in the online environment. Thus, new hires with no online teaching experience would not be qualified to teach online, even temporarily. Concerns were expressed about the feasibility of completing training concurrently in the first semester. Full teaching load, new hire evaluation would make it difficult for new faculty to also in addition complete the 3-unit EDIT 022 course. Michael and Tejal discussed the possibility of allowing faculty to take Edit 22 anytime within a year; this would be problematic for adjunct faculty as they do not get a fee waiver unless they have a teaching assignment that semester. Margaret raised concerns about the ideal cadence of teaching and certification, suggesting that a one-year grace period might be more practical. Tejal proposed considering different scenarios, such as part-time faculty who may not teach for a year after receiving temporary certification. VP Pouncil emphasized the importance of ensuring that faculty members meet the necessary training requirements for teaching online. They highlighted that quality institutions maintain high standards for employment, and one way to ensure teaching quality is through proper training, particularly in the use of online platforms like Canvas. They noted that teaching in an online environment differs significantly from in-person instruction, requiring specific technological proficiency and adherence

to established protocols. He expressed concern about faculty members receiving waivers for training requirements, questioning the impact on students who may be taught by someone who has not completed the agreed-upon training mandated by HR and approved by Academic Senate. He stressed that prioritizing this training is critical to prevent negative impacts on student learning and that allowing instructors to continue teaching without proper training is not advisable. Additionally, the speaker mentioned that there are likely many individuals interested in teaching who would prioritize the required training, and that EVC's reputation for quality instruction should be upheld by enforcing these standards.

The committee agreed to take this back to the division and to further discuss these issues at the next meeting before making any decisions. The members will also review section 6.2 of the handbook and collect information on how other community colleges are handling DE certification.

## **VII. Recognition and Announcements**

**Adjournment:** Meeting adjourned at 4:28 pm

Next DE meeting: 10/24/24

# DE Certification and Eligibility Summary

Prepared by Tejal Naik; Reviewed by DE committee

## Effective Date: Fall 2024

To teach Distance Education (DE) courses at EVC,

### Initial Certification (MQT)

Successfully complete EDIT 022 or equivalent [@ONE courses](#).

### Transition Period

To teach synchronously in Spring and Summer 2025, Faculty **also** need to complete EDIT 15 (or EDIT 28) to teach synchronously.

### Maintaining Eligibility - Refresher Training (SQT)

Complete DE-related activities approved by DEC (DE breakout sessions at PDD, IOTL workshops, EDIT courses, webinars) totaling at least **4 hours every two years**.

### Timeline

To maintain the 2-year cadence, training should be started and completed no more than one year before eligibility (date) expires.

### Documentation and Tracking

Faculty are required to keep records of their DE training and [submit documentation every two years via the DE Eligibility form](#), located in the IOTL Faculty Resource Canvas Course. This process ensures that the Faculty Eligibility for Online Teaching (FEOT) list is updated, tracking certification status and eligibility expiration dates. The updated FEOT list is shared with the Deans and VPAA at the end of each term.

### Faculty Show and Tell Incentive

For each hour of DE session that faculty hosts, they get credit for 2 hours towards DE refresher training.

### Compensation for DE training

For more details or queries please contact the Office of Academic Affairs (OAS)

- EVC Faculty get a waiver for taking EDIT 22, EDIT 15 and EDIT 28.
- EVC associate faculty should be compensated for the specific hours that they attended the DE training during PDD – whatever those specific, documented hours are; associate faculty should submit a timesheet.
- Additionally, associate faculty should be compensated for the specific hours spent hosting a DE training – there should not any embellishment of hours, overlapping of time, or doubling of hours.

## References

[DE MQT-SQT Update Spring 2024](#)

[MOU Distance Education -AFT](#)

# Distance Education Committee

Meeting Minutes of October 22nd, 2024

*Respectfully Submitted by Tejal Naik*

Committee Members				Guests	
Tejal Naik (Chair)	x	Vacant (Classified)		iPhone (369)429930	
Maggie Grover (NURS)	x	Ken Nguyen (CTSS)			
Michael Ghebreab (MSE)	x	Shashi Naidu (Classified)	X		
Will Thai (COUNS)	x	Grace Estrada (ACCC Chair)	X		
Vacant (LETC)		Matais Pouncil (Div Admin)	x		
Pat James (At-large)		Ebonnie Berry (Admin At large)	X		
Ly- Huong Pham (B&W)	X	Steven Mentor (CTC Chair)	x		
Nasreen Rahim (Past DE Chair)					
Raquel Rojas (LA)	x				
Patricia Tirado (SSHAPE)	X				

## I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:06 pm.

## II. Adoption/Approval of Agenda

Motion to adopt by Grace Estrada, seconded by Will Thai. Patricia Tirado moved to end the DEC meeting early so members could attend President Lopez’s Budget Update meeting. Grace Estrada seconded. Motion passed unanimously. Agenda item VIb- DE certification- Temp hires will be tabled to the next meeting.

## III. Approval of minutes

DEC minutes from 10/8 were reviewed. Corrections to member attendance will be made before public posting. Motion to approve by Patricia Tirado. Seconded by Ly-Huong Pham. Approved unanimously. No abstinence.

## IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

## V. DEC Chair Report

Tejal provided an update on her role as DEC chair and DE coordinator. She reported that the IOTL workshops have been well attended and received positive feedback

from participants. She also gave a quick summary of the ASCCC Resource Guide on Academic Integrity Policy for AI that includes a directive from the Chancellor's office for colleges to develop their own Generative AI framework and Academic Integrity policy. Title 5 distance education update was also shared focusing on tightening guidelines on asynchronous learning and RSI training requirements. Accessibility requirements were emphasized, including the need for courses to meet 508 compliance and the use of the PopeTech accessibility dashboard.

## VI. Information/Discussion items

- a) **DEC Goals for 2024-2025 Academic year:** The committee goals were discussed, with a focus on aligning the online faculty evaluation with the student surveys to ensure consistency. They planned to review existing student surveys to inform them of their approach and collaborate with SJCC DEC on revising the student survey questions for online courses. The student survey update will go through the same process as the Online faculty observation form – EVC DEC develop it, and share with SJCC DEC for their input; Then it is presented at both Senates for approval. And finally it will be added to the next AFT contract negotiations.

The committee discussed the challenges of implementing AI policies in their academic environment. They acknowledged that AI-generated content is becoming harder to detect and that current tools are not foolproof. Patricia expressed her struggle with students using AI tools to complete assignments, despite her strict policy against it. Grace suggested that students should be taught how to use AI ethically and transparently, while Ly proposed the idea of a quick submit option in their current tools to help identify AI-generated content. The members agreed that addressing these issues was crucial for maintaining academic integrity and discussed the development of tools and policies to protect academic integrity. They considered incorporating practices alongside policies, and the idea of developing a handbook for these practices. They also discussed the potential of using AI in their work, with a focus on both its use for personal learning and its application in teaching. They agreed on the need for more training and workshops on AI, and considered the idea of

creating an asynchronous course module on AI for faculty. The goal was to make this information available to the wider college community, aligning with their digital equity initiative. The team also discussed expanding IOTL workshops potentially incorporating Asynchronous elements. They discussed the possibility of creating a Canvas course with small tutorials and hands-on workshops for faculty to use. The committee members agreed to bring these goals back for further discussion and voting at the next meeting to finalize the goals for this year.

- b) ASCCC Resource Guide on Academic Integrity Policy for AI: The committee discussed the vision of the State Academic Senate and the potential formation of a committee to develop a framework for AI use. Ebonnie Berry raised concerns about the broadness of AI and its applications in education, particularly in relation to approved platforms and tools used by students. Grace, Tejal and various members discussed the variety of AI tools available and the need for training and exposure to these tools. Tejal also mentioned the availability of Khanamigo – an AI tool for teachers – LTI for Canvas. Ly emphasized the need for a standard group of AI tools to start with for training purposes. The group agreed to start with available tools and review different AI tools in their committee meetings.

## VII. Recognition and Announcements

CVC-OEI Fall Webinars on AI: Series of six, 1.5 hours Zoom webinars offered in Fall: [This Link with details](#) was shared in Chat.

## VIII. Adjournment: Meeting adjourned at 3:55 pm

Next DE meeting: 11/12/24

# DE Certification and Eligibility Summary

Prepared by Tejal Naik; Reviewed by DE committee

## Effective Date: Fall 2024

To teach Distance Education (DE) courses at EVC,

### Initial Certification (MQT)

Successfully complete EDIT 022 or equivalent [@ONE courses](#).

### Transition Period

To teach synchronously in Spring and Summer 2025, Faculty **also** need to complete EDIT 15 (or EDIT 28) to teach synchronously.

### Maintaining Eligibility - Refresher Training (SQT)

Complete DE-related activities approved by DEC (DE breakout sessions at PDD, IOTL workshops, EDIT courses, webinars) totaling at least **4 hours every two years**.

### Timeline

To maintain the 2-year cadence, training should be started and completed no more than one year before eligibility (date) expires.

### Documentation and Tracking

Faculty are required to keep records of their DE training and **submit documentation every two years via the DE Eligibility form**, located in the IOTL Faculty Resource Canvas Course. This process ensures that the Faculty Eligibility for Online Teaching (FEOT) list is updated, tracking certification status and eligibility expiration dates. The updated FEOT list is shared with the Deans and VPAA at the end of each term.

### Faculty Show and Tell Incentive

For each hour of DE session that faculty hosts, they get credit for 2 hours towards DE refresher training.

### Compensation for DE training

For more details or queries please contact the Office of Academic Affairs (OAS)

- EVC Faculty get a waiver for taking EDIT 22, EDIT 15 and EDIT 28.
- EVC associate faculty should be compensated for the specific hours that they attended the DE training during PDD – whatever those specific, documented hours are; associate faculty should submit a timesheet.
- Additionally, associate faculty should be compensated for the specific hours spent hosting a DE training – there should not any embellishment of hours, overlapping of time, or doubling of hours.



## References

[DE MQT-SQT Update Spring 2024](#)

[MOU Distance Education -AFT](#)

# Distance Education Committee

Meeting Minutes of November 12th, 2024

*Respectfully Submitted by Tejal Naik*

Committee Members			Guests	
Tejal Naik (Chair)	x	Vacant (Classified)		iPhone (369)429930
Maggie Grover (NURS)	x	Ken Nguyen (CTSS)		
Michael Ghebreab (MSE)		Shashi Naidu (Classified)		
Will Thai (COUNS)		Grace Estrada (ACCC Chair)	x	
Vacant (LETC)		Matais Pouncil (Div Admin)	x	
Pat James (At-large)	x	Ebonnie Berry (Admin At large)		
Ly- Huong Pham (B&W)	x	Steven Mentor (CTC Chair)	x	
Nasreen Rahim (Past DE Chair)	x			
Raquel Rojas (LA)				
Patricia Tirado (SSHAPE)	x			

## I. Call to Order

DE Chair Tejal Naik called the meeting to order at 3:30 pm (When we made Quorum).

## II. Adoption/Approval of Agenda

Motion to adopt by Grace Estrada, seconded by Patricia Tirado. Approved unanimously. No abstinence.

## III. Approval of minutes

DEC minutes from 10/22 were reviewed. Motion to approve by Grace Estrada. Seconded by Patricia Tirado. Approved unanimously. No abstinence.

## IV. Public Comments (3 min per person)

This portion of the meeting is reserved for items not on the agenda. Law does not permit action or extended discussion of items not on the agenda except under special circumstances.

1) Grace Estrada informed the committee to post a physical copy of the agenda in a public place as per Brown's Rule requirement. It was decided that until a permanent location is determined the agendas will be posted outside the Academic Senate office in Acacia.

2) Steven Mentor raised a concern about the new observation form for online faculty, suggesting it might not adequately capture the quality of teaching. He

proposed a discussion on how to incorporate more qualitative elements into the form and suggested providing faculty with some guidance.

#### V. DEC Chair Report

Tejal informed the committee of the updates to Title 5 coming next spring addressing quality and rigor in online learning. The collaboration cohorts for OER/ZTC grants is ongoing with a report due in Nova by December 31. She also reported on CVC-OEI and CVC exchange. There is no cost to EVC students for official transcripts requests. The newly established POCR academy is going well and we expect 4 B&W courses of the first cohort to be ready for badging by intersession. In addition, we will have a LA cohort funded by Dean Gutierrez to POCR review and badge English 1A, 1B and 1C - fully asynchronous courses by Summer 2025.

#### VI. Action Items

The DEC members recapped the discussion on the following three committee goals for the 2024-2025 academic year. They discussed the need for a handbook of practices and the development of a generative AI framework that includes discussions on academic integrity, ethics, and the carbon footprint. The committee also considered expanding workshop offerings, including more on AI practices and policies, and possibly offering them in different modalities. Lastly, the committee discussed updating student surveys to align with the online faculty observation form. .

1. Develop practices and policies on using Generative AI
2. Continue and expand IOTL workshops (Using AI for teaching and learning, Asynch option)
3. Update Student Surveys for Online Courses to align with Online faculty Observation form.

The committee agreed to work on them and voted in favor of them. Motion to approve. Nasreen Rahim 1<sup>st</sup>. Maggie Grover 2<sup>nd</sup>. Approved unanimously, No abstinence

#### VII. Information/Discussion items

- a) **DEC Certification – Temp Hires:** The meeting discussed the certification requirements for teaching online, specifically focusing on new and temporary hires. The current requirement is Edit 22(asynchronous) plus EDIT 15 (synchronous). But EDI@@ (modified to include synchronous training) will be the only certification needed from Fall 2025 onwards. Temporary certification was agreed upon for new or temporary hires for one semester, contingent on them completing Edit 22. The team also discussed the possibility of substituting the four @ONE courses in the Online teaching and design certificate for the Edit 22 course, but noted that these @ONE courses currently lack the synchronous component. The @ONE course on Live Teaching and learning could be added to the required equivalent courses. The team agreed to monitor the situation and ensure the @ONE courses include the synchronous component by Fall 2025. The committee discussed the need for updating section 6 of their handbook, focusing on the transition period and the certification requirements. The members were tasked with reviewing section 6 of the handbook. Updating the handbook will be added to the next meeting agenda.
- b) **ZTC Course Designation on Course Schedule:** The committee members discussed the inconsistency in marking ZTC/OER and LTC courses on the course schedule. They considered the need for a process to ensure faculty can identify their ZTC sections and the pros and cons of using a spreadsheet to identify ZTC courses. Ly shared her experience of providing information to her admin, but it did not always appear on the schedule. Tejal reminded the committee of the AB 607 requirement to publish the textbook and material cost information for all courses, starting in spring 2025. She proposed integrating the ZTC designation with this process. She also mentioned the need for data on ZTC courses for their grants and the potential for decertification.
- c) **Asynchronous Refresher Training for DE Eligibility:** The committee discussed the possibility of offering refresher training in an asynchronous, facilitated format with the aim of expanding their weekly Zoom workshops to include 1-hour

asynchronous modules. The idea was to make the training available for those who couldn't attend the real-time workshops. The content would be like the IOTL workshops, with a recording and a discussion board for questions. The team also discussed the possibility of posting IOTL workshop recordings and using quizzes to hold participants accountable for watching the recordings. The team agreed that this format would be beneficial and would not require designing a whole course. They agreed that this would be beneficial for certain topics, such as Canvas features updates and AI, which are in high demand. However, they decided not to offer this across the board every time, as it could become unmanageable. The team was tasked with considering potential topics for the new training modules and guidelines for content and format. The team also discussed the need for guidelines and accountability measures for the asynchronous training. They decided to brainstorm some sample measures and will revisit this topic in the next meeting.

#### **VIII. Recognition and Announcements**

**DET/CHE Conference:** Tejal announced the upcoming Distance Education Conference in Monterey, scheduled for December 3rd and 4th, and encouraged team members to attend if interested.

**Canvas Credentials Badges for IOTL Workshop:** The Canvas Credentials was up and running and badges were sent out to those who attended the IOTL workshops this semester. There was a technical issue preventing the display of badges but Tejal would show them at the next meeting.

#### **IX. Adjournment:** Meeting adjourned at 4:30 pm

Last DE meeting of Fall 2024: 11/26/24