

**Distance Education Committee**

**3/16/21**

**Minutes**

Attendees: Heather Rodriguez, Lisa Storm, Clint Cowden, Carol Hobson, Nancy Wheat, Laura Otero, Tina Esparza-Luna, Mathew Trengave, Tina Esparza, Lindsey Bertomen, Joy Cowden

**Meeting Began: 1:00pm**

**Welcome & Overview of Previous Minutes**

Heather welcomed everyone to the meeting, and shared the minutes from the previous meeting. She went over the minutes with the staff, and added and corrected items. Heather had talked to Matt about doing surveys, and he is here today and will discuss the surveys.

**Summary of Academic Senate**

Lisa Storm addressed the situation with the logo, she was told that a logo for open educational resources adopted classes could not be placed next to the class in paws, which is a problem. This meant students had to read the comments, but they were unable to read the comments on their phone. Now, they have switched to self service and they can put the logo right next to the class. Lisa would also like to enhance it by putting a logo that includes low cost textbooks next to the classes and self service. Lisa has asked Joy about it and Joy and Bala said it can be done.

Lisa also informed the committee that the Raising Equity Task Force would like to put a separate log, which they do not have a design for yet, next to the two courses that have either encompassed equity principles or used equitable course design, like the proto equity rubric. She also asked if anyone had any ideas for the logo, please feel free to provide input. Lindsey suggested Lisa reach out to Scott Faust, and Joy suggested making it an Art Contest for students. Laura Otero also suggested using James for doing the actual log design, she can throw something together as well, but James Fitch is really the graphic design professional.

**Surveys**

Matt will discuss the templates that they developed for the surveys, and hopefully address the reasons why. They have already distributed four surveys to students in the past month and a half. He would like to integrate two other requests into one comprehensive survey, but to find out what that is they have to discuss what they did first. Matt also displayed the survey and went through it with everyone and explained the survey. Matt’s hope by going through this survey they find the primary objective.

Tina was concerned about one of the questions in the survey regarding technical difficulties with canvas. Tina’s concern as an instructor doesn't really tell her specifically what the student is having issues with.

Heather suggested reviewing the staff survey Matt mentioned he had, that way the committee could get both the Faculty, Staff and Student side, and put together as part of our survey, and our end of the year summary for the Academic Senate. Tina also addressed her concern that these widespread surveys are being sent out to our students without the input from Faculty who have the most experience, and our best suited to give feedback on these types of questions faculty wants to know. She feels it is important that they involve this committee for future surveys. Matt also went over the results of the 2021SP Promoting Organizational Success (HR Survey). This particular survey was designed to see how people are doing working from home. The reason for this survey is because so many people were experiencing problems, and the administration wanted to really address the issues. Laura doesn’t believe solving faculty issues through a survey would be helpful. She suggests the way to solve these issues is to institutionalize the POCR team, funding it, through the online course review process. Heather also informed Matt that as a committee they will decide if they do need to do a survey of faculty she will reach out to him.

**Review of Previous Two Semesters of Online Teaching**

The administration back in December asked the committee to come up with a review of the online teaching in the previous semesters. So, that is the reason why Heather wanted Matt at the meeting to share the results of the surveys from the students. Matt does not have the results yet from the students, but will have them by Friday. Heather stressed that we are providing the support, especially since the administration has referred the faculty to the DEC for support. So, she wants to make sure that the committee is putting together some type of report for the Academic Senate and our Administration. Heather does have an old summary report, but would like to update the summary report that will be provided to the Academic Senate. Heather asked the committee if they should do a broad summary where they are covering the 2015-2016 and answering those that will be in progress, or just jump to this year and make it a clean start. Committee would like to make it a clean start. Heather will write up the new Distance Education Committee summary, and share it with everyone on the committee, so they can make sure that everything is up to date, and she may reach out to certain people for clarification. Goals for next year to present to the Academic Senate would be to implement the DE Coordinator. Lindsey suggests looking for a second POCR team, and making sure the POCR team is compensated.

**DE Handbook**

Heather stated that this is definitely dated, because it uses an old letterhead. However, the things that she noticed that needed to be updated, is the handbook states they meet face to face, and it should be updated to meeting through zoom online. Also, as part of the committee’s membership they are supposed to have a representative from the Student Senate and the committee does not have one. Tina said it has been an ongoing issue, because it is difficult to get the students to participate in committee’s like this. She thinks because there just isn’t any incentive for them to do so. Clint expressed that having a student on the committee is an accreditation issue, so the committee needs to make sure of that. Laura suggested reaching out to Augustine he would be the one to send us in the right direction. Heather will update the handbook and get it back to the committee next month.

**Updating the DEC Website**

It was mentioned at the last committee meeting they would like the committee to start using the website for posting minutes and agendas, so Heather reached out to James Fitch. She suggested that the committee provide the name and ID number of the individual that will be maintaining it, and make sure they do the training for updating websites. Laura suggests letting her know who will be doing it, and she will help get it and run pretty quickly. Yvonne will be uploading the minutes and agenda, and maintaining the website.

**Additional Items**

Heather would like to add an additional meeting in May, due to the summary report being due to the Academic Senate before the end of the school year. Heather has no problem putting together the summary and reaching out to the people she needs to reach out to before the April meeting, and having the summary ready to go at the April meeting as well if the committee is not able to meet in May. The committee suggests seeing where the report stands at the next meeting in April, and that can more determine if they will need to have an extra meeting in May. Heather found the sustainability draft that the committee has and it needs to be finalized and sent off. Heather shared the draft of the sustainability report that was drafted by the committee last year. Heather will send out an email to the committee members as a reminder to review, and add comments by April 1. The next meeting will be on April 20, 2021 and at that meeting committee will discuss if they will have a meeting in May.

**Meeting Adjourned: 3:03pm**

**Next Meeting: April 20, 2021**