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**Districtwide Distance Education Steering Committee (DDESC)**

* **DRAFT - Meeting Notes**

**Monday, April 6, 2020**

**12:00-1:30**

**Via Zoom**

Members: Aileen Gum, Angela Romero, Brian Weston, Cara Smulevitz, Cheryl Reed, Christopher Rodgers, Claudia Tornsaufer, David Giberson, Denise Maduli-Williams, Elizabeth Barrington, Hank Beaver, Ingrid Greenberg, Katie Palacios, Mary Kingsley, Maureen Curry, Michelle Gray, Rechelle Mojica, Russ English, Sandra Pesce, and Trenton Tidwell

**Welcome by Dean, Brian Weston**

Brian comes to the District from his post as the Director of Distance and Accelerated Learning at the College of the Canyons in Santa Clarita, CA. There he developed new online programs and course offerings as well as working on CTE Pathways, OER, OEI, and ZTC Projects. Brian’s first day in his position of Dean, Online & Distributed learning was March 9. Almost immediately, he was tasked with leading and participating in meetings with District managers and staff on how Online Learning Pathways could support SDCCD transitioning to Temporary Remote Instruction in reaction to the Covid19 pandemic.

Brian is familiar with many committee members from their work in the distance education community, and from previous work at meetings, conferences, and through listserves. The membership introduced themselves and provided a brief background of their participation in online learning and relation to the Districtwide Distance Education Steering Committee.

**February 10, 2020 Meeting notes**

The February and April meeting notes will be reviewed at the May meeting. Meeting will be posted to the web at <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/resources.aspx>

**Online Learning Pathways Update**

Staffing Update

Online Learning Pathways is back to full staffing level. Currently serving is Dean, Brian Weston; Instructional Designers, Trenton Tidwell and Chris Rodgers; Instructional Assistant, Peter Tea; Faculty Facilitator, Andre Andersen; Faculty Training Consultant, Dave Giberson; and Secretary, Mary Kingsley. There may be an opportunity to bring on a NANCE to help support the department’s adjustment to increased workloads.

Office Relocation

Online Learning Pathways has fully relocated to the offices at City College PS-200-100. The office accommodations for staff are working nicely and plans are underway to arrange the facility to make it more welcoming to better service our faculty. Currently, the offices are closed and all staff are working remotely in compliance with the directions of the Chancellor for a total closure of all campuses. Members were encouraged to visit the new location when campuses reopen.

**Temporary Remote Instruction (TRI) – Response to Covid19 Crisis**

Overview – District Response

All classes in the District at City, Mesa, and Miramar colleges, and Continuing Education were suspended beginning March 16.  Students were notified of the session suspension and directed not to come to campus.  Faculty members were asked to quickly convert their oncampus courses to the online modality and restart their classes on March 23.

The Governor declared a State of Emergency in California and subsequently signed **executive order**s relaxing higher education requirements for course delivery. District leaders worked together to continue the in-progress spring semester by moving all oncampus instruction online and implemented SDCCD’s ‘Temporary Remote Instruction’ (TRI.) There remains a distinction between online courses versus TRI courses. Online courses require both *curriculum approval for online delivery* and an instructor *certified to teach online*.

TRI District Task Force

It has been decided that all summer courses will be held completely online; however, courses previously scheduled for oncampus delivery may not be relabeled and could be offered as TRI. Currently, it is understood that summer offerings would include both TRI and Online courses. Because Spring TRI will continue at least until summer, the group considered the formation of a districtwide advisory group, or the ‘TRI District Task Force’ (TRIDTF.) The new TRIDTF would be smaller in size than DDESC and members would be more available to meet readily throughout the next few months. The task force would work with and provide TRI information and recommendations to institution VPIs. They would also consider the viability of apps such as Procotrio, Labster, Pisces, Pronto, and NetTutor that are available from the State Chancellor at no cost through June 30. The group discussed District DE Committees and current Mentor responsibilities. Task force members should be willing and able to seek institutional approvals to implement decisions. Brian will specify the need for a TRIDTF and meet with the mentors to refine goals. He will consider possible representation from each institution, the Union, IT, and student services. Decisions on Summer session are still being made and there is no official word on Fall semester.

Brian reviewed SDOLP’s new ‘[*Temporary Remote Resources for Faculty and Students*](https://sdccd.instructure.com/courses/2383316)*’* in Canvas. Brian created the site with selected resources from SDICCCA, OEI, Mentors, and more. The site has a choice for either Students or Faculty and is public facing so you do not have to be student or employee to access the information. Members should email Brian if they would like to contribute content. The site was created to lessen emails to faculty and to collect TRI resources in a single area. Brian will continue to send out the SDOLP information to share important updates.

**Faculty Training**

Online Faculty Certification Program

If a TRI instructor chooses to teach an online course, they will be required to current requirements to teach online locally. Please contact the Dean or VPI to find local requirements. Currently, institutions are online faculty certification through OFCP. Brian welcomes oncampus instructors taking the training and developing online courses. The OFCP training course is open-entry and runs July 1-June 30.

Chris reported that 70 faculty members have enrolled in the OFCP in the last couple of weeks and over 1,000 district faculty have already completed the OFCP. Summer faculty who want to teach online should sign up for the training as early as possible so they can receive help developing their course before semester start. Ingrid asked if instructional aides and other staff could take the OFCP so they would be more comfortable navigating though Canvas either to host a department shell or to support an instructor; Brian suggested they take the Canvas Training for Oncampus Instructors which is self-enroll/self-paced and would help alleviate the load on the certification program.

Spring Training Institute

In March alone, Dave held over 30 well-attended workshops, training hundreds of district faculty; some workshops had over 200 attendees. The workshops were 2-hours long and most went 2-3 hours overtime with in-depth Q&A sessions. Dave also provided his direct contact information and works one-on-one providing faculty training and support. He also posts recordings of his workshops and tutorials on specific subjects at [http://sdccdolvid.org/](https://mail.sdccd.edu/owa/redir.aspx?C=9xCEIAPaIjm4klCGv4cI75DlAfFtb9f7tKmvyradq0vnUp69rM3XCA..&URL=http%3a%2f%2fsdccdolvid.org%2f). Dave thanked Katie for her training videos that have helped faculty throughout the district. Rechelle requested a tutorial on *How to use Collaboration* be added to SDOLP’s OnDemand repository.

**Faculty Support**

SDCCD Canvas Faculty Support

SDCCD has a 24/7 Canvas Faculty Support call center. During the past weeks there have been longer than normal wait times. Instructors can also email to [support@instructure.com](mailto:support@instructure.com). Chris reminded the group that instructors should provide their employee ID, course number, and specifically identify the problem (i.e. Math Quiz 2.3, this identifies Module 2 item 3) to help support service the issue more efficiently. Brian reminded the group to use SDCCD support rather than the OEI number as we have tier one support.

Zoom Faculty Support

CCC ConferZoom is an online conferencing platform that provides faculty and students in our system the ability to meet virtually. Resources can be found at <https://ccctechconnect.zendesk.com/hc/en-us> The biggest problem with Zoom LTI integration is faculty email addresses, if instructors use anything other than SDCCD address they will not be able to use the CCCConferZoom LTI in Canvas. Katie has created a 5-minute video that helps solves issues at <https://youtu.be/9P2YNv6Cdw8> .

**Canvas Rollout – *Summer 2020***

Canvas Shells Available

Traditionally Canvas course shells are created one week before session start. We are hoping to add a few days to allow instructors more time to transfer content from their development shells. SDOLP is working with Student Services and IT and should have a date by the end of this week.

**Other**

Ingrid announced that her assignment was changed to 90% release time to provide CE support for *Temporary Remote Instruction*.

Sandra reported that if students are having problems with textbook access, they should contact the bookstore or instructor. Also, Redshelf is offering students no-cost access to digital textbooks for the rest of the semester. Each student may access up to seven free eBooks, and access will run through May 25th, 2020.

Rechelle shared that she attended a training where a media specialist out of UC Davis demonstrated how he uses Zoom integrating *Otter live transcription* and real-time captioning. *Otter* software was very impressive and has the ability to pick up multiple voices. This group might consider an *Otter* demonstration at a future meeting.

***Next Meeting: Monday, May 4, 2020, noon - 1:30 p.m.***