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**Districtwide Distance Education Steering Committee (DDESC) – 20th Year Anniversary!**

**- DRAFT - Meeting Notes**

**Monday, April 5, 2021**

**12:00-1:30**

**Via Zoom**

**Members:** Angela Romero, Anne Gloag, Brian Weston, Dave Giberson, Hank Beaver, Ingrid Greenberg, Jeff Mills, Katie Palacios, Mary Kingsley, Peter Haro, Peter Tea, Poppy Fitch, Sandra Pesce, and Trenton Tidwell

**Meeting Notes**

Brian reviewed March meeting notes. Poppy moved to approve; Peter seconded. The notes were approved without modifications. Meeting notes 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>

[**Netiquette**](https://www.sdccd.edu/docs/ISPT/online/NetiquetteGuidelines.pdf)

The Netiquette Guidelines cover *how we should be conducting ourselves in an online format*. They are geared toward students and are a baseline for instructors to use in their courses. If there are any additional items expected, Instructors should add the additional information in their syllabus. The guidelines were in need of revision due to the repaid expansion of online courses and this group provided wonderful feedback. Additions mostly covered board policies, humanizing the language, and adding student behaviors such as eating, drinking, and smoking. Peter has posted the guidelines to our webpage as way for instructors to link to the information and to make it mobile friendly.

Katie made sure the comments from Mesa DE Committee were incorporated. Miramar appreciates that it is a dynamic document as opposed to a pdf, making it an easy link into Canvas. Angela is switching pdfs in her courses to links. CCE commented that the format is very user friendly and accessible. Ingrid questioned about ‘send positive tone’ hoping we had more examples of good wording. Brian directed her to the Communication section. Claudia and Ingrid will share the document Thursday with CCE DE Committee.

Brian reminded the group that this is intended for students in the instructional classroom, not for faculty, staff meetings, etc. He included that we should set clear expectations and lead by example. (i.e. Don’t eat if you don’t want them eating.) Ingrid questioned renaming the document ‘netiquette guidelines for instruction’ or ‘student netiquette guidelines.’ Sandra warned about calling them ‘guidelines,’ which necessitates going through whole process. Brian will remove ‘guidelines’ and just call it ‘Netiquette.’ Peter said the document is currently housed under faculty but he will be moving to the student website. Be aware of link changes. Katie moved to approve, Ingrid seconded, all approved. Brian will distribute the link for summer use.

[**DE Handbook**](https://docs.google.com/document/d/1hIeL0f8iCO6uztABufW1H1NR4wRyMh0RNpEPFR_MTSw/edit?usp=sharing)

The DE Handbook is part of the DDESC discussion as we have worked on Camera Recommendations and Netiquette. Thank you to all the members who made contributions and edits. A special thanks to Scott for overall grammar and wording review. Poppy contributed greatly and Dean Hess, DO Curriculum also helped with review. We have added background resources, and referenced laws and policies. The handbook has been reduced from over 100 pages down to about 12 with additional appendix and helpful guides. We hope to change the formatting for next meeting into navigable document rather than changeable Googledocs. Brian will bring to our next meeting for approval. Please review here <https://docs.google.com/document/d/1hIeL0f8iCO6uztABufW1H1NR4wRyMh0RNpEPFR_MTSw/edit#heading=h.dq3qrcrojb3n>

Katie will share the latest version with Mesa DE Committee for any additional suggestions. She added the Procedures section is an improvement. She would like to see clarification under ‘substitutes may use materials already in course’ for unintentional leaves, Page 12.

Anne reported that Miramar DE Committee has looked over the handbook and will continue giving feedback. They appreciate the lighter version. They also approve that we recommend using Canvas LMS, as we still have a few faculty that do not use District LMS. Brian will explain *why and the benefits*. Pete shared on Page 2 it says ‘. faculty encouraged to use District LMS.’ Ingrid discussed 3rd party or vendor software, CCE encourages instructors to use Canvas as a central location and link-out to 3rd party vendors. Ingrid suggested using an ‘opening statement’ that says “students like continuity, district provides LMS because.’ It is a benefit to explain that students are requesting continuity. Katie reminded that instructors need to be aware that 3rd party sites may not be accessible.

Ingrid noted that references to previous Dean should be updated. Updated link <https://www.sdccd.edu/docs/ISPT/online/Faculty/resources/BP3100_%20Guidelines_2020.docx> Claudia and Ingrid will take it back to CCE DE Committee this week and might have more feedback.

Poppy worked on handbook to link out to best resources. Please look closely at key references to review. Katie would like to see ‘You are responsible for the accessibility of your course.’ Poppy shared that DO DSPS sends out 508 compliance emails, separate and to the whole community. Brian reported that both ‘Ally’ and ‘PopeTech’ are being discussed at District Instructional Software Group. Ultimately it is the instructor’s responsibility and the District is working hard to provide tools and support. Brian added that the information is also included in the OFCP training.

**ConferZoom Storage**

June 30 this year ConferZoom will remove files older than August 15, 2020. We did not anticipate this move, but we are encouraging faculty to move content as quickly as possible. Dave has been hosting workshops on how to move content to better storage areas all with different functionality. Katie asked if there was a preference on where to store media (3C Media owned by TechConnect which owns Zoom!) Dave shared that 3C Media is the most complete, but you must move captions separately. It is best to move to Canvas Studio to have them all in one spot. YouTube works great but has ads. The workshop goes over whatever works best for them.

**Professional Development**

* 1. SDCCD [DE Week "20 Years of Online innovation"](https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/de_week.aspx) April 19-23, 2021
	2. Peralta Online Equity Conference April 21-23, 2021
	3. [Online Teaching Conference](http://onlineteachingconference.org/) June 21-23, 2021 | Virtual Event
	4. [InstructureCon](https://www.instructure.com/events) Oct 7th, 2021

***Future Meetings*: May 3, 2021**

**Respectfully Submitted by: DO/ES/SDCCDONLINE - Mary Kingsley**