

Districtwide Distance Education Steering Committee (DDESC)

Meeting Notes

Monday, February 5, 2024

12:00-1:30

Via Zoom

Members: Aileen Gum, Anne Gloag, Angela Romero, Brian Weston, Brian Palimiter, Cara Smulevitz, Chris Rodgers, Claudia Tornsaufer, Denise Maduli-Williams, Devika Chhabra, Desiree Payne, Donna Eyestone, Ingrid Greenberg, Iris Lowe, Katie Palacios, Kelly Spoon, Kimberly Lacher, Liesl Boswell, Mary Kingsley, Maureen Curry, Michelle Gray, Peter Haro, Peter Tea, Poppy Fitch, Rechelle Mojica, Robbi Ewell, Russ English, Sandra Pesce, Sarah Dunn, Stephanie Johnson Shipman, Trenton Tidwell, and Tucker Grimshaw

**Meeting Notes**

The group reviewed the meeting notes for October 2 and November 6, December 4, 2023

**Distance Education Updates**

The California Community Colleges’ Board of Governors is proposing to adopt language changes to Title 5 regarding Standardized Attendance Accounting. There was a different accounting process for distance education courses versus on-campus courses. Ultimately, this has affected class scheduling which tended to favor fully funded on-campus courses.

Under current regulations, shorter-length courses with labs, hybrid courses, and online courses typically yield lower FTES counts and result in few resources for districts offering such course types. Across the system, this has led to an underutilization of adaptive and innovative scheduling practices that meet our students and communities where they are. The proposed changes introduce a new methodology, the *Standard Attendance Accounting for Credit Courses*, which provides a standard set of hours for a unit of lecture and a unit of lab. Amendments to Title 5 sections 58000-58164, would simplify existing attendance accounting policies by allowing all credit courses to use one methodology and would remove financial disincentive for shorter-length and online courses.

Rechelle brought up questions on what constitutes an ‘active’ student. Brian plans to address this in the DE Handbook. He will also be emailing faculty again to make sure our students are actively participating. There is still concern at the state and local level about registration fraud and student authentication.

**DE Modalities Definitions**

The State DEETAC is looking at providing draft language of modalities definitions 55200 and 55005. The group reviewed a Hyflex definition from 2021: “HyFlex is a course that is taught on campus, synchronously online, and asynchronously online, in which the student can participate in whichever way serves them best.” The state is hoping to define distance education courses. SDCCD does have Policy 5105 which we have normed with our SDICCCA regional partners. We will keep watching the State as they go through the process and will report when they come out with recommendations.

**Student Prep & Online Training - SPOT Course Launch & Support**

Brian thanked Liesl, Rechelle, and the Team for the new *Student Prep & Online Training* (SPOT.) Liesl shared that they addressed some of the accessibility issues and added more resources and videos. SPOT is replacing our Quest for Success course. Liesl shared she would like to check in with some of the schools that have their own version of SPOT and work together to prepare our district students. The idea is to help students with navigating the online realm, and teach them what online education means. There is an emphasis on time management and how to find local resources. We went through the entire course and now offer a badge for completion. Students will have a badge that they can show an instructor. Instructors can integrate SPOT into their course and offer extra credit whenever possible. You can visit the site at [www.sdccd.edu/onlineready](http://www.sdccd.edu/onlineready). Brian asked the group to use SPOT and provide feedback. We already have quite a few students who have earned their badges which is great.

**POCR Update**

SDCCD is reviewing the three courses throughout our district through the POCR review process. Once we have those 3 courses aligned, normed, and reviewed, then we can become an Officially Certified POCR District. This means the colleges can badge faculty that are going through the POCR process. We hope to badge courses by the end of this semester. Brian has met with HR, Vice Chancellors, and VPIs and they are aware that there will be funding requests to support POCR review. We are looking to the fall semester to run a pilot where we have a certain amount of instructors and sections go through the POCR cohort and gather information from each college to refine the process and hopefully expand POCR as semesters go on.

**Student Contact Methods**

The District has made available additional student contact methods for faculty. This was a large task project to help with the transition to Single-Sign-On. Student Services has developed an alternate contact method allowing faculty access to students' personal email. We understand that communication is vital and we hope to be option removed once Single-Sign-On is avlaiable for Canvas and MySDCCD. A big thank you to Margarita and Victor and the whole team that accomplished the necessary programming.

**PopeTech Dashboard**

Brian announced that there is a new District Accessibility Dashboard being rolled out. PopeTech has been integrated into our Canvas system for a few years now, thanks to the Tech Center at the State for funding it. PopeTech has been vital in helping with our online accessibility. Accessibility Mentors at each college are helping improve instructional accessibility for our courses and one way to do this is using the PopeTech guides in Canvas. What this Accessibility Dashboard does is provide a *macro overview* of your course and how well it's performing in terms of accessibility. The dashboard will be incorporated into all of our trainings and it is very helpful for POCR.

Lisa shared that PopeTech is known as “Accessibility Dashboard” in Canvas. You will need to add it through Settings > Navigation > Accessibility Dashboard (and enable it).

**DECT Grant**

The DECT Grant used to be run through College of the Canyons and has now moved over to the Tech Center at Palomar where they have contracted with 3C Media. The grant covers any *apportionment generating* credit and non-credit course. The DECT grant is very useful if you are building a course that has a lot of files that need to be captioned. It is especially helpful for disciplines with verbiage that may be too complicated for regular Canvas Studio captions or YouTube captions. The DECT grant does take time to turn around materials, typically a few weeks or more. Brian congratulated Deka, she worked hard to have CCE included for DECT grant work.

**DE Handbook**

SDOLP is working on updates to the District’s DE Handbook. We are going to move the DE Handbook into Canvas and have an offline copy for instructors not in Canvas. Ingrid reported that the camera recommendations are extremely helpful and the AI features dovetail with camera recommendations. She added that the camera recommendations are still holding even as zoom evolves. We are also incorporating more of the CVC resources. We have some helpful guides of how to review a course with the CVC OEI rubric along with our Canvas Rubric. Brian asked for persons interested in reviewing the Handbook to send him an email.

**CVC Teaching College**

The District’s CVC team meets every Wednesday and also attends the CVC meeting every Thursday. Brian reminded the group that we are becoming POCR certified so we can badge district courses. The other large project underway is how to get students onboarded, and how to issue their Student ID numbers. This includes issues on how to load students into Canvas, what happens when they drop, directing students for services, and a few other issues. We have a team working to reprogram our systems to make this all as seamless as possible.

***Systems being tested with CVC:***

* Enrollment Sync
* Access/Permissions
* Reporting

***Included in FAQ page:***

* Having a student join your Online or OnlineLive Courses through CVC Exchange should not impact how you teach.
* CVC Exchange students will have access to the same information and online resources within your course as SDCCD students.
* You will submit your grades at the end of the term into the mySDCCD portal as usual.

Students will have access to the systems that we offer, including Canvas support, once they become enrolled and registered as an Exchange Student in our course. We will also send the Exchange Students separate communications; as students register they will receive a tailored message.

On the question of transferability, some of the UCs have drawn harder lines on what they will accept. That is a general issue of how community college courses are accepted at our CSU and their UCs. It is the student’s responsibility to make sure the course is transferable.

Ingrid shared the following slides from the December 6, 2023 joint CVC Consortium & CCC DECO meeting:

<https://sdccd0.sharepoint.com/:p:/r/sites/SDCCEOnlineFacultyMentorCoordinator/_layouts/15/Doc.aspx?sourcedoc=%7B23B49FF0-3990-4A7C-A94D-C16DEEC987C7%7D&file=2023-12-06%20CCC%20DECO%20CVC%20Consortium%20joint%20mtg.pptx&action=edit&mobileredirect=true>

**Announcements:**

* Spring courses are all available in Canvas.
* Fall 2024 is the goal for Single-Sign-On implementation.
* Impact has been launched. We received quite a bit of positive feedback. We will be building a messaging campaign in hopes to receive timely feedback for everyone. Also, students will start to receive Impact messaging as we start to build out and improve their understanding of how Canvas works.
* [CCC Online Teaching Conference](https://onlineteachingconference.org/) Registration is now open for the June 26 conference.

**Next Meeting:**  *April 1, 2024*

*Respectfully submitted: Mary Kingsley, SDOLP*