

Distance Education Committee Minutes- 2/10/2020

x	Jodi Senk	x	Matt Pitassi	x	Jill Pfeiffer	x	Irene Truong
x	Zulma Calderon		Scott Jaeggi		Michelle Pilati	x	Grant Linsell
x	Yunior Hernandez	x	Jenni Tanaka	x	Carol Sigala		Vann Priest
x	Gabriela Olmos	x	Lydia Llerena	x	Bianca Urquidi	x	Gary Van Voorhis
x	Eugene Blackmun		Cynthia Lewis	x	Zulma Calderon		Warren Roberts

- I. Approval of November 18th, 2019 Meeting Minutes with changes to the heading to use “Distance” rather than “Online” and to include Jenni Tanaka to the committee members. Motion Jodi Senk, second by Carol Sigala.
- II. Instructional Technology Tools and Setting (Zulma and Gabby)
 - A. TechSmith Relay training set for March 6th. It will be a recorded webinar at 12pm.
 - B. There are 50 Camtasia/Snagit licenses available to faculty with 2021-22 end date.
- III. Manager’s Report (Grant)
 - A. Ecosystem tools to be supported by the state include Canvas, Cranium Café, NetTutor. Smartermeasure, Name Coach, and Proctorio will be discontinued in June30th, 2020.
 - B. Vericite/Turn-It-In plagiarism software is back up and will end on 6/30. This will be discussed further in the March meeting. We had 69 faculty using the software.
 - C. CCC is expanding the Proctoring consortium and Mt. Sac, Cerritos and most likely PCC will sign up. This is a solution offered since Proctorio will no longer be supported by the Chancellors office. Use of cameras was discussed and the privacy issue for students.
 - D. No CVC-OEI update
 - E. The board is set to review and approve at the Feb. meeting a contract with Instructure to have an accessibility specialist consult for 20 hours per week until the end of August. This will help with online course curriculum approval that has been put on hold. The consultant will start in April with remote access in LR 139.
 - F. Gabby and Zulma will hopefully be trained to handle the accessibility checking in the future.
 - G. Jodi reported that 30 classes are in the curriculum cue for accessibility approval. Last Friday 14-16 programs connected with the CTE Grant were submitted. A list of POCR certified people is needed. There is a goal to have 30 campuses POCR certified by 6/30 and Jodi is working on Bylaws.
- IV. Updates and Professional Development (Jill)
 - A. CCC Accessibility Center training 2/7 was successful with 22 participants. The Canvas accessibility training was helpful but the PDF training was difficult with many issues. Faculty are advised that converting PDF’s to an accessible format is extremely challenging and they should consider not using them at all.
 - B. Online Teaching Conference Early Bird Registrations closes April 14th held at the Pasadena Convention Center. We have funding for 6-7 registrations and we

are working on hotel stays for faculty due to the long days and commute times for some.

- V. Technology Update (Gary)- Integration not happening in February as expected.
- VI. Online Counseling (Junior)- Two people doing online counseling for 5-6 hours per week.
- VII. Library Online Services (Irene)- No Report.
- VIII. Online Education Initiative (CVC-OEI) Update (Michelle) Not present
- IX. Division Reports- None
- X. New Business/Other/Discussion
 - A. AP4105 was brought back to the committee for review. New language proposed sounds like a face to face class. Jill will work with Michelle Pilati and DE team to update.
 - B. New regular and effective contact form will be shared with the committee in March.

Meeting Adjourned at 2:20 p.m.