

Distance Education Committee Minutes for April 21, 2020

Present: Brandon Hall, Joy Lawrence, Roberto Maqueda, Sarah Phinney, Elisa Queenan, Thad Russell

1. **Minutes** of 2/25/20 approved.
2. **Committee membership update** – Academic Senate approved Brandon’s membership to the DE Committee.
3. **Online counseling update** – Roberto informed the committee that between March and today, the counselors have conducted 1,573 online counseling sessions with students. This is a huge increase over the previous month. To get to that level required numerous group and individual training sessions conducted by Roberto. Counselors are now conducting all the services they used to conduct on-campus, through online tools. Their primary tool is Cranium Café. They have experienced some issues due to the heavy usage, and sometimes students are not able to use Cranium Café even after some initial trouble-shooting. When that happens, they will attempt to use Zoom, and if that fails, they will turn to the telephone. T
4. **Accessibility task force report** – Sarah shared results of a recent evaluation of accessibility at the three colleges and within the district office. An outside consultant investigated and gave a final report with recommendations for improvements. A key recommendation that was given as a high-priority next step, was for the colleges to expand accessibility training to all faculty, not just do DE faculty.

The DE Committee discussed how to expand on accessibility training for our faculty, and came up with the following plan:

- a. Provide training to all faculty during fall flex days. Brandon will take this suggestion to Academic Senate.
- b. Develop a timeline for meeting benchmarks, and possibly incorporate a competitive aspect amongst divisions to be first to reach benchmarks. Sarah will identify possible benchmarks from the task force’s report. That will be shared with the DE Committee who will then fine-tune the list of benchmarks, and make suggestions for how to achieve those benchmarks. The benchmarks and suggestions for action will be shared with Academic Senate, with the recommendation that AS comes up with a broad timeline which is then taken to each division. Divisions will then decide on the best approach for meeting those benchmarks, after having received the suggested methods of action provided by the DE Committee.

- c. Periodically send out brief accessibility tips to faculty, to serve as reminders and easily digestible bits of information they can apply to their courses.

5. **Revisions to Online Teaching Handbook (OTH)** – There were a couple of minor changes that the committee agreed on to page 4 of the OTH. The members will review the handbook and send any additional recommendations for changes to all via email. Once the committee has finalized any changes, it will be sent to the AS for approval.

6. **End of year committee report** – Sarah will fill out the end of year committee report form and forward to committee members for review. Once the committee members approve of the form additions, Sarah will submit the form.

7. **PC-POCR update** – There has been no headway made on agreements to stipends for our local POCR process.

8. **Next Meeting:** Tues. September 8th (11:35-12:40)