Distance Education Committee
Meeting Minutes of 10/5/2021

Present: Karen Bishop, Brandon Hall, Joy Lawrence, Roberto Maqueda, Sarah Phinney

1. **Minutes** - The minutes of 9/7/21 were approved.

2. **Synchronous and Asynchronous Online Instruction Training** - Discussion continued regarding the existing courses that PC requires in order to teach online, and their lack of coverage for synchronous online instructional approaches. The committee finally agreed that it would be best if the existing training provided some exposure to effective methods of synchronous online instruction. Sarah explained that it may not be possible to accomplish this within the current time-frame for the existing training, but that she would explore the possibilities.

3. **Goals for this Year** – The committee has decided on pursuing the following two goals this year:

    a. Get the college certified as local POCR college.
    b. Get general budget allocation for Distance Education.

4. **Harmonize and Pronto Demo Debrief** – The committee agreed that the Harmonize tool did not appear to provide much improvement over what can be done with Canvas discussions. Karen did appreciate that Harmonize includes auto-captions for uploaded videos. Many on the committee felt that Pronto offered class communications in a way that wasn't easily achieved within Canvas. Joy expressed enthusiasm for the auto-translation feature of Pronto, which will translate text posts to a user's preferred language. The committee suggested looking in to the possibility of having Pronto turned on in courses in which the instructor wants to try it out for the remainder of the fall term. Sarah will see if this is possible. This will allow more faculty to provide input which can be used to determine whether or not the college should subscribe to Pronto in the next round of STAC ordering.

5. **Canvas New Quizzes** – Sarah updated the committee on the plans for a new quiz tool in Canvas. Currently Canvas plans to end the ability to create quizzes with the Classic Quiz tool on July 1, 2022. Instructors would still be able to administer quizzes previously created in Classic Quizzes if the quiz is published before July 2022, but they won't be able to create new ones after that date. July 2023, Classic Quizzes will be removed from Canvas entirely. Sarah has created a one-week asynchronous online training for faculty who want to learn about New Quizzes before they have to switch. The first session of this training is occurring this week, and so far the feedback has been very positive.

6. **Possible POCR Funding** – Although there is nothing official yet, Karen notified the committee that we are currently working on securing funds through the Title V grant to allow 10 instructors to go through PC-POCR. Once the funding is confirmed, notices will be sent to faculty to submit their course to PC-POCR.

7. **Title 5 Changes** – Changes to distance education through the state's Title 5 regulations are appearing to be close to finalization. The CCC BOG had a first read of the changes in September. There were suggestions to add back in references to a commitment to accessibility, which have been added to the most recent draft. The second reading will be in November. As of the latest draft, the main changes to DE through Title 5 are these:

   a. Several definitions would be aligned with federal regulations.
   b. Substantive interaction would be aligned with federal regulations.
   c. Student-to-student interaction would become optional.
   d. The information currently placed in the DE Addendum could be instead moved into the course outline of record.
   e. Information about each DE section's modality and requirements would need to be made public in the college publications.

8. **Next Meeting**, November 2, 2021 10:00am