

Distance Education Committee Minutes

Linda Alexander,
AFT Representative

Date: March 17, 2020
Time: 9:00 a.m. - 10:30 a.m.
Location: Telecommuting via Zoom

Nancy Brambila,
Academic Senate
Representative

Present: Ana Figueroa, chairing; Linda Alexander, Ryan Edwards, Eric Ichon, Alice Taylor

Ryan Edwards,
Academic Senate
Representative

Agenda items:

Ana Figueroa, Faculty
Co-Chair

1. Minutes from February 18, 2020 meeting approved with minor edits
2. E. Ichon offered some clarifications, given the many changes West has had to make in the last month. Canvas-certified instructors don't need to attend the training being currently offered as the whole college moves to remote learning. Training is optional, though it will be required to continue teaching online after the crisis passes. All training is now online, but since this is new, there is a plan to send any faculty who turn up on-campus to the library to use the computers there. A. Taylor asked if it is OK to open a short-term class early? Yes L. Alexander pointed out that students who had expected the early short-term classes to end earlier than they are now scheduled. Faculty and students need to understand that this is an exceptional circumstance. Ana noted that we hope to eliminate the overlap. Eight-week classes which are currently scheduled to end April 6 may end on April 12 instead.

DeAnna Gossett, AFT
Representative

Eric Ichon,
Administrative
Co-Chair

Sandra Ruiz,
AFT Representative

Ken Taira,
AFT Representative

3. **DE .2 ISA Motion.** A. Figueroa provided an update. Although she took the motion to the Academic Senate 3 times and it did not pass. The Curriculum Committee wanted more input so we changed the original motion to give the Curriculum Committee Chair and the Curriculum Dean oversight of the ISA. The funding source was also an issue—it was feared that it might come from an already-established position. E. Ichon reported that Divisional Council had started talking about release time for the Curriculum Committee members, and that some members of the Curriculum Committee wanted everyone to get paid, parallel to the fact that many members of the SLO Committee get release time. **At least we've documented the need and raised awareness. The effort itself might help us with Accreditation. Stephanie Merideth, who is on the Curriculum Committee, is going to take up the role. Eric will put it in the Distance Learning Unit Plan. The unit plan is due April 10—E. Ichon offered to circulate it by email April 5.**

Alice Taylor,
AFT Representative

4. **COVID-19 Issues.** E. Ichon reported that DL staff are transitioning to working from home. A student worker is already working from home. Recent

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meetings have been crowded, which is concerning. A. Figueroa noted that some of us will get sick. E. Ichon reported that there are plans for replacing instructors if needed. With leadership from the College President, campus culture is changing. Everyone should be supported, and bravado is fading, talk of expanding sick leave is growing, and the AFT is lobbying for it.

R. Edwards asked if people working from home must fill out forms? E. Ichon noted that a form had been sent out this morning, but it's not quite settled for this week, which is scheduled as a training week. L. Alexander thought that the form was for volunteering to telecommute, not being sick. The college president sent out a video on telecommuting.

R. Edwards noted that the schedule of training sessions is at the faculty section of the website. It needs editing so that it's clearer that all sessions are online. E. Ichon noted that the learning curve is steep and suggested that not all classes will be robust online. L. Alexander reported that she has reached out to the com studies adjuncts to offer help. Just the offer could be helpful and encouraging.

4. Peer Online Course Review. A. Figueroa asked, how do we do this remotely? E. Ichon noted that we need to identify funding, starting with the unit plan that we will review at April 21 meeting. Eventually there should be stipends for reviewers, but first reviewers must complete the online training available through @ONE, a review of how to go through the OEI rubric, which is valuable for one's own teaching. L. Alexander provided the URL: <https://onlinenetworkofeducators.org/course-design-academy/pocr-resources>
5. Syllabus Template Update - E. Ichon reported that the template is finished and now in the OIH. The OIH needs to be placed online, as soon as there are personnel available for that.
6. Online Teaching Conference June 17-19, 2020 - S. Ruiz wondered if there is funding for us to attend, outside the Senate funding. Should this be in the DL unit plan? E. Ichon noted that conference funding is never taken from the general college budget, only from grants. L. Alexander suggested that what was marginal before might get more support now. There might be DL funds that had been planned to support the .2 IAS for the Curriculum Committee's online addendum reviewer.
7. R. Edwards announced that there are LibGuides available in Canvas, linked under Library Resources. Library basics is the default; where there are LibGuides for specific courses, the link goes there. The Committee praised his initiative.

Next meeting April 21: Examyty , an online test proctoring vendor demonstration,