# DE Advisory Group Agenda

Time: 11am to 12:30pm, Nov 21st, 2024

Zoom: <https://rsccd-edu.zoom.us/j/83707057842>

Present: Jaki King, Maggie Manzano, Jackie Margo, Jeffrey Diller, TJ Naman, Jose Lopez Mercedes, Michelle Kimmel, Matha Guerrero-Phlaum, Robin Leafblad, Jimmy Nguyen, and Ricardo Castillo

**Welcome and Introductions**

## **Action Items**

* Jaki will synthesize the updates to the participatory governance handbook section and mission/goals statement and send it out to the group for final approval before bringing it to the Academic Senate.
* Jaki will send out meeting invites for the group's spring 2025 meetings, which will continue to be held Thursdays from 11am-12pm.
* Group members to let Jaki know if they cannot continue participating in the group in the spring.
* Group members to let Jaki know if they are interested in attending the online training certification conference June 16-18, 2023.

# **DE Advisory Workgroup 11/21/2024**

The DE Advisory Workgroup discussed recent meetings, including updates on Canvas and concerns about the Honor Lock proctoring tool. They addressed the upcoming group purchase of software, with the district handling payments. Preparations for distance ed faculty evaluations and training for deans were noted. The group reviewed and revised their mission and goals, emphasizing high-quality, equitable learning through accessible technology and universal design practices. They also discussed the need for faculty training and student success metrics, with plans to finalize and submit these updates to the Academic Senate.

## **Outline**

### **Updates, concerns, and purchases in education.**

* Jaki discusses updates on Canvas and raises concerns about Honor Lock proctoring tool.
* Jaki discusses district-wide software purchase and faculty evaluations with SAC and SCE representatives.

### **Online training certification, template updates, and PD for faculty.**

* Robin requests input on attending online training certification in June, with Jose and Jaki.
* Collaboration with Jaki leads to 38 participants in OTD training, with 25 expected to be certified by next week.
* Jose discusses OER conference attendance, Zoom marketplace, and faculty evaluations with district representatives.
* Maggie shares updates on course templates, including improved mobile accessibility and streamlined content.
* Maggie (along with Jaki and the DE Team) plans to combine video creation and accessibility courses into a single offering before spring 2025.

### **Updating handbook for academic senate committee.**

* Jaki hopes to update the handbook and meeting schedule for the work group.
* Maggie reviews Student Equity page 24 with the Academic Senate, questioning the use of the term "generally" in meetings and membership.
* It is suggested revising advisory group meeting frequency from twice monthly to monthly.

### **Distance education advisory group structure and purpose.**

* Jose suggests changing mid-semester training to be more inclusive of faculty.
* Jaki discusses distance education faculty coordination with Senate.
* Maggie and Michelle discuss distance education advisory group goals.

### **Distance education program goals and membership updates.**

* Martha clarifies details regarding distance education program.
* Jaki rephrases mission statement to prioritize equity in teaching practices.

### **Providing high-quality, equitable learning through technology.**

* Santa College aims to provide high-quality, equitable learning through innovative technology and UDL principles.
* Ricardo discusses quality and assessment in course design.

### **Distance education committee charge and outcomes.**

* The group decided that the focus of our charge should be on preparing faculty for online teaching.
* Jose: Emphasize accessibility and universal design practices.
* Jaki discusses simplifying the charge and data collection for informed decisions.
* It is suggested that we have two outcomes related to students and faculty, with subcategories and measurements.

### **Online teaching certification and quality measures for distance education.**

* TJ discusses the importance of faculty training in online teaching certification.
* Jaki and Michelle discuss revising the second outcome to better align with the workgroup's purpose and charge, with a focus on demonstrating quality and equity in online pedagogy.
* Jaki discusses online instruction, certification requirements, and course retention.
* Jeffrey discusses the need for data to justify online education's effectiveness compared to traditional classroom learning.

Meeting ended at 12:30pm

Next meeting to be held over Zoom at 11am on February 13th, 2025

Documents and Reports used within meeting:

* **Report from SAC DE Coordinator:**
  + CVC-OEI: [CCMS 11/01/2024 Meeting Overview](https://rsccd.sharepoint.com/:w:/r/sites/DEAdvisoryGroup/Shared%20Documents/General/Guidelines,%20Articles,%20and%20Reports/CVC%20and%20DECO%20reports/CVC-OEI%20CCMS%20Advisory%20Committee%2011012024.docx?d=w98222a5013da4447a752014a7fedcca5&csf=1&web=1&e=4GOpjd)
    - [CVC Data](https://rsccd.sharepoint.com/:w:/r/sites/DEAdvisoryGroup/Shared%20Documents/General/Guidelines,%20Articles,%20and%20Reports/CVC%20and%20DECO%20reports/10042024%20CVC%20Links.docx?d=w9abda1e876c94109b2cb1e6cbac1871c&csf=1&web=1&e=icVfm1)
  + DECO: [Mtg from 10/18/2024](https://rsccd.sharepoint.com/:w:/r/sites/DEAdvisoryGroup/Shared%20Documents/General/Guidelines,%20Articles,%20and%20Reports/CVC%20and%20DECO%20reports/DECO%20MTG%2010182024.docx?d=wa7b458f63632482cbf2899fd1ebaa67a&csf=1&web=1&e=oo20Iw)
  + DECO: [DECO Mtg 11152024.docx](https://rsccd.sharepoint.com/:w:/r/sites/DEAdvisoryGroup/Shared%20Documents/General/Guidelines,%20Articles,%20and%20Reports/CVC%20and%20DECO%20reports/DECO%20Mtg%2011152024.docx?d=w690d1fa8229e404a8601db980d7f30df&csf=1&web=1&e=2IDsME)
* [**Report from SCE DE Coordinator**](https://rsccd.sharepoint.com/:w:/r/sites/DEAdvisoryGroup/Shared%20Documents/General/Guidelines,%20Articles,%20and%20Reports/SCE%20Reports%20and%20Documents/SAC%20SCE%20DE%20Faculty%20Coordinator%20Report%2011.21.2024.docx?d=w94ca03c66e36437da14e3361cc8cb29f&csf=1&web=1&e=ZkZH3M)
* **Action:**
  + Review PG Handbook/Mission/Goals:
    - [Participatory Governance Handbook](https://rsccd.sharepoint.com/:b:/r/sites/DEAdvisoryGroup/Shared%20Documents/General/Misc/SAC_PG_Handbook_May2023.pdf?csf=1&web=1&e=5nskZQ)
      * [Working Document](https://rsccd.sharepoint.com/:w:/r/sites/DEAdvisoryGroup/Shared%20Documents/General/Misc/PG%20Handbook%20Working%20Document%2024-25.docx?d=w0e7860980f48419e8415d98432d781a0&csf=1&web=1&e=QndvFw)
    - DE Advisory [Mission and Goals](https://sac.edu/AcademicAffairs/DistanceEd/Pages/DistanceEducationAdvisoryGroup.aspx)
      * [Working document](https://rsccd.sharepoint.com/:w:/r/sites/DEAdvisoryGroup/Shared%20Documents/General/Misc/Mission%20and%20Goals%20update%2024_25.docx?d=w9aa2f3ff63fa4571bcd5d405ead451a7&csf=1&web=1&e=kU67ur)