

Distance Education Advisory Group Meeting Agenda/Summary

November 3, 2020 Topics

- Proctorio – Discussion of Proctorio - Equitable application?
 - Faculty usage and methods
 - Provide additional training and resources
 - Use a Practice Quiz for student familiarity
- ConferZoom – Camera usage
 - The DE Coordinators org are looking into whether camera usage can be legally required.
 - Is this an equity issue or legal issue? Waiting on Chancellor's office.
 - Instructors should not be requiring usage. Student privacy concerns. Can suggest, but not require.
- DE Template for Intersession/Spring – review for updates. Include CVC-OEI Course Design Rubric areas for all templates
- Video Captioning
 - Possibility of Otter.ai for captioning – use to create SRT file script to be used in faculty owned videos and Amara.
 - Possibility of Rev.com license
- DE Addendum – Input for updates

- OEI Quality Reviewed Courses
 - PSYC 100 – Rick Castillo
 - KNAC 123 – Geoff Jones
 - BUS 105/ BUS 101 – Rick Manzano
 - STDY 109 – Jodi Coffman
 - PSYC 100 – Rebecca Ortiz
 - CDEV 205 – Michelle Kimmel
 - NUTR 115- Sarah Mathot
 - THEA 100 – Chris Cannon
 - ASL 110 – Elizabeth Smith
 - MUS 103 – Michael Briones
 - ENGL 101 – Gary Bennett
 - PARA 121 – Rick Manzano
 - CDEV 107 – Michelle Kimmel
 - LIBI 100 – Jaki King

Upcoming

- Student and Faculty Spring Survey
- DE Faculty Handbook and DE Plan

Our DE Advisory Group Meeting dates for Fall will all be from 8:00am – 9:30am on the following Wednesdays (1st Wed of every month):

- **September 2nd**
- **October 7th**
- **November 4th**
- **December 2nd**