# DE Advisory Group Summary

Time: 11am to 12pm, Sept 26th, 2024

Present: Merari Weber, Jose Lopez-Mercedes, Rick Castillo, TJ Naman, Michelle Kimmel, Kimberly O'Neill, Lance Lockwood, Jeffrey Diller, Donna Khalid, Jimmy Nguyen, James Rudd, Martha Guerrero and Monica Macmillen.

Guest: Scott James and Jesus Miranda

# **Overview**

The DE Advisory Workgroup discussed several key issues, including the reimagining of the online teaching certification to a modular, competency-based format, and the development of a drop policy for online courses to comply with Title Five regulations. They also debated the use of AI tools like the Wizard AI Chrome extension in Canvas and the need for better Canvas rubric functionality. Additionally, the group addressed the importance of ensuring instructors are online certified before teaching online courses, particularly in asynchronous and Zoom formats. The meeting concluded with updates on Hispanic Heritage Month events and a reminder to follow up on these discussed topics in future meetings.

## **Action Items**

* Raise the issue of the limitations in editing Canvas rubrics as well as Wizard Ai Chrome Extension at the next district DE committee meeting.
* Discuss the process of verifying online teaching certification for instructors at the next district DE committee meeting.

## **Outline**

### **AI Committee and Meeting Introduction**

* Jaki initiates the meeting, mentioning the agenda and distance ed-related conversations.
* Speaker 2 and Speaker 1 discuss missing a poker norming session.
* Jaki introduces Dr. Jesus Miranda from SCE and Scott James from SCC.
* Dr. Jesus Miranda introduces himself, mentioning his background in professional development and OER.
* Dr. Lopez Mercedes joins the meeting, thanking for the adjusted meeting time.

### **Online Teaching Certification and Drop Policy**

* Scott James discusses the new online teaching certification and the need to reimagine it.
* The current certification is based on CVC standards and is extensive, which is less relevant post-COVID.
* Scott suggests a modular, competency-based approach with a rubric evaluation.
* Discussion on the drop policy for online courses, balancing Title Five laws and federal financial aid requirements.
* Scott highlights the challenge of defining substantive communication for online classes.

### **Attendance and Communication in Online Classes**

* Scott continues discussing the drop policy, emphasizing the need to balance Title Five and federal financial aid requirements.
* Jaki asks if a single email from a student would count as attendance, and Scott explains the ambiguity in Title Five.
* Discussion on the importance of clear policies and training for faculty to handle attendance and communication in online classes.
* Merari suggests consulting with non-credit for insights on handling attendance and participation.
* Scott shares his experience of dropping students who did not meet attendance expectations, despite logging into Canvas.

### **Canvas Rubrics and Data Mart Updates**

* Jaki introduces the topic of Canvas rubrics and the challenges of reordering and sorting criteria.
* Discussion on the need for flexibility in editing Canvas rubrics and the potential for district-level discussions.
* Jaki mentions the updates to Data Mart information, historical focus has only been on FTS, will include headcount, and success in the future.
* Jaki highlights the importance of clear communication and training for faculty on Canvas updates.
* Jose suggests raising issues with Canvas rubrics at the district DE meeting.

### **Online Certification and Course Assignments**

* Jaki raises concerns about non-online certified instructors teaching online courses.
* Discussion on the manual process of verifying online certification and the need for better documentation.
* Jaki suggests that non-certified instructors should not teach asynchronous or Zoom courses even if they are co-teaching with an online certified instructor.
* Merari and Jaki discuss the importance of pre-planning and ensuring instructors are certified before course assignments.
* Jaki emphasizes the need for clear policies and enforcement to prevent non-certified instructors from teaching online courses.

### **Student Representation and Announcements**

* Jaki introduces Kimberly Reynosa O'Neill, the student representative, and apologizes for forgetting her introduction earlier.
* Kimberly shares details about the Hispanic Heritage Month event hosted by ASG, which had almost 250 students participate.
* Kimberly mentions an upcoming event on Monday related to the judicial branch, focusing on voting and student registration.
* Jaki thanks Scott and Dr. Miranda for joining and concludes the meeting, mentioning the next agenda and meeting notes.

Meeting Concludes at 11:47am

Next meeting at 11am on October 10th

**Supporting Documents:**

* + [Wizard Ai-powered chrome extension](https://rsccd.sharepoint.com/%3Aw%3A/r/sites/DEAdvisoryGroup/Shared%20Documents/General/Guidelines%2C%20Articles%2C%20and%20Reports/General%20Reports/Wizard%20Ai%20powered%20canvas%20chrome%20extension.docx?d=w0478340755a34faea71fb86016e73aa0&csf=1&web=1&e=0llFAA)
	+ [DECO Slides](https://docs.google.com/presentation/d/1U3n9HRh0mHNWuzno2Y_XK7Qrt0OAUQkZu2iRI6RLrVY/edit?usp=sharing)
	+ [Advancing Quality Education RSI Slides](https://docs.google.com/presentation/d/14Jzzdjmm68U3RomcxCpj7uA561sjFFOi/edit?usp=sharing&ouid=104607732039476643523&rtpof=true&sd=true)
	+ [WCET 36th Annual Meeting](https://wcet.wiche.edu/events/wcet-36th-annual-meeting/)
	+ [Digital Center for Innovation, Transformation and Equity](https://www.cccco.edu/About-Us/Vision-2030/strategic-directions/GenAI-and-the-future-of-learning/digital-center-for-innovation-transformation-and-equity)
	+ [2024 Diversity, Equity, Inclusion, and Accessibility Institute](https://tockify.com/therpgroup/detail/100/1727247600000?startms=1727247600000)
	+ [CCCCO DataMart](https://datamart.cccco.edu/DataMart.aspx)
	+ [2024-25 Strategic Initiative: Distance Education Rubric](https://accjc.org/strategic-plan-2030-initiative-2/)
	+ [Pilot Quality Continuum Rubric](https://accjc.org/wp-content/uploads/ACCJC-Quality-Continuum-Rubric-for-Distance-Education-September-2024-Pilot.pdf)
	+ [Policy on Distance Education and on Correspondence Education](https://accjc.org/wp-content/uploads/Policy-on-Distance-and-on-Correspondence-Education.pdf)