

Distance Education Committee Meeting Minutes

Date: February 13, 2024

Location: AC 229 and [Zoom](#)

Present: Maria Coulson, elle dimopoulos, Erik Dunmire, Andy Haber, Joshua Kas-Osoka, Cara Kreit, Stacey Lince, Jessica Park, Kathleen Smyth, Cari Torres

Absent: Rachel Klein, Dong Nguyen, Emily Schaefer, Burton Schane,

Agenda: Approved

Minutes: Approved

POCR and MOU Update

- In follow-up from last meeting: the idea of POCR badges for courses in Banner will be taken to Senate by Maria.
- Kathleen and Ingrid met to discuss issues that are arising with POCR. Questions were being raised as to when the clock starts ticking on faculty deadlines to complete the process and how long they actually have to complete the process.
 - Mia Robertson and the UPM revised language in the MOU and supported the process.
 - Everyone was given a deadline of finals week of the semester they are working in.
 - For the Spring have until April 2nd, 2024. If they don't meet that deadline, the course will be scheduled in person.
 - These are for people who did not complete the process after they had already signed up last fall and failed to make corrections.
 - Stacey will schedule a meeting with Kathleen and Ingrid to review the one course/faculty that is still not in compliance.
- Summer courses do not have to go through POCR if fall or spring deadline has passed.
- Question: If POCR'd content is given to another faculty member do they still have to go through POCR?
 - Yes, because they need to put their own spin on the course and need to go to the training
- We will be opening up a new OTD course July 1st so that new faculty can have the course POCR'd by Sept 1 if they want to teach in the spring. If they want to teach in the fall, content due Dec 1st.
 - Questions/concerns are coming up because faculty are going on sabbatical. The subs have not been hired yet.

Dual Delivery Pilot Update

- Kathleen sent out a message to the DE Coordinators Listserve to ask others if other schools have successful dual delivery/hyflex options.
 - First reply back was, “how do you define success?”
 - Many schools’ unions have squashed the hyflex/dual delivery option because of the amount of work and resources required.
- Maria sent out her first survey
 - According to results students like the course.
 - 50/50 split on attendance and not a consistent pattern of who is coming in person.
 - On the rainy day 13 people still showed for class.
 - Some are already on campus
 - Challenges are tech related. Zoom Students cannot see the board.
 - Students feel uncomfortable having their cameras on.
 - If the students are just logging in and not participating it will be evident in their work.
 - Maria is using a lot of QR codes for the people in class who are using their phones.
 - Maria is not enjoying the class as much as she had hoped. It is much harder than she thought.
 - Students say the sound is good.
 - She refers to students as “Roomers” and “Zoomers.”
 - She has not been able to use her iPad to display. The largest issue is because it is a PC-based system. There is a delay when she logs in Zoom.

DE Professional Learning Update/Opportunities

- There is an Ally Tools training on 2/21 from 12-1:30. DEC and POCR reviewers will be invited as space is limited.
- The OTD course starting July 1st can be applied to Fall flex hours.
- Faculty working on courses also get Flex credit.

DE Plan Update

- The writing is still in progress
- Hoping to have a draft completed and ready for review by the next DEC Meeting.
- There is still time to submit feedback.

Data-Driven DE Planning/Survey

- According to recent survey 40% of our students are taking at least one online course in combination with in-person courses.
- We are aiming to align our data with the state DECO surveys and upcoming definitions of modalities
- Our scheduling and offerings need to align with student needs, gaps, etc.

Open Discussion

- Discussion about what should and shouldn't be made accessible. For example, classroom recordings.
 - Videos recorded by the instructor in-class and then captioned if uploaded
- Documents handed out in class can be taken to SA.
- Office hours should not be recorded as that could constitute a FERPA violation.

Adjourn: 12:00 PM

Next Meeting: February 27th, 2024