COLLEGE OF MARIN

Distance Education Committee Meeting Minutes

Date: April 23, 2024
Location: AC 229 and Zoom

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

Absent: Joshua Kas-Osoka, Rachel Klein, Emily Schaefer, Dong Nguyen, Burton Schane

Agenda: Approved

Minutes: Approved

Meeting Topics

DECO Update

- Definitions for modalities
- Coding courses for attendance accounting
    - Standardizing the courses that exist
- Professional development – what we want in regard to PL
- @One is doing a study on POCR
    - Success and retention, before and after
- Afraim Sedrak presented on AI and bias
    - Bias is in your prompt
        - When creating a prompt fix the bias to
- Student Hub
    - They want us to include more about the CVC in our student hub

POCR Status Update

- Confusion about start dates and dues dates
- Fall courses need to be submitted by 9/1 to be taught in the Spring
- The timeline has been cleared up
- A new round is going through every couple of months
- Kudos to Ingrid for doing the heavy lifting

Revisiting Ed Tech Procurement Process

- We are not following a specific process for (although one is outlined)
    - The integrations must be approved by the Dean/Chair, DEC, IT, and PRAC
        - Vetted for accessibility, cost, support, etc.
        - Avoid overlapping/duplication of tools that perform the same functions
- How do we move the process forward?

- o Revamp the EEAAP to include DEC
- o Do we need another committee or workgroup that meets regularly to approved?
  - ▪ We have the institutional technology committee
- We need to perform an audit of current tools and costs
  - o An audit is listed as a goal in the DE Plan
  - o Deadline: Complete the audit by flex week 8/2024
    - ▪ Survey departments about existing and desired tools/apps by May 15th
  - o Tool procurement should be connected to professional learning as it involves faculty training
  - o Come up with minimums on what needs to be vetted
    - ▪ Cost
    - ▪ Number of people using it
    - ▪ If it needs integration

ConexED and Vision Aligned Reporting

- We will be adopting ConexED to replace SARs

New Quizzes

- Instructure is encouraging us to move to New Quizzes
  - o They will have an enforcement date
  - o At this point Instructure is not planning on sunsetting quizzes

Action Items

- Create Survey for Tool Audit

Adjourn: 12:03

Next Meeting: May 7

Distance Education Committee