COLLEGE OF MARIN

Distance Education Committee Meeting Minutes

Date: September 24, 2024
Location: AC 229 and Zoom

Present: Maria Coulson, Carl Freschl, Andy Haber, Joshua Kas-Osoka, Ingrid Kelly, Rachel Klein, Jessica Park, Stacey Lince, Kathleen Smyth, Cari Torres,

Absent: Erik Dunmire (on sabbatical), Cara Kreit (conflicting class-time)

Agenda: Approved

Minutes: Approved with revision to next meeting date

Key Takeaways

- DEC membership needs to be codified in AP 4105; will be updated along with DE modality definitions by end of Spring 2025
- Goals for 2024-2025 include updating AP 4105, revising online learning orientation, improving data collection on student success, and planning for technology in new building
- Professional development priorities: AI in syllabi/teaching, UDL, anti-racist technology, OER

Topics

DEC Membership and AP 4105 Updates

- Stacey updated the DEC Charge and members on the DEC website
- Current DEC membership not codified in AP 4105; needs to be added
- Will update AP 4105 by mid spring 2025, including DE modality definitions and DEC membership
- Maria will ask Mici to pull the policy this semester so we can start working
  - The old version will stand until the other one is approved

DECCO Update

- Improve professional learning around AI
- VP from the Chancellor's office reported on Regular and Substantive Interaction (RSI)
- ACCJC is piloting new accreditation process with a few schools
  - Schools are confused about new process
  - 85% of the selected courses need to meet RSI
    - Training faculty on how to be evaluated
  - Instructors should have a communication plan in their orientation module.
  - They are specifically looking at RSI
    - Not looking at student-student interaction
    - Federal government does not fund correspondence courses

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- Is there an example of a communication plan page?
  - Faculty use the About the Instructor page
- Action Items:
  - Create a specific Communication Plan page and add it to the POCR resources and Orientation module.
  - Add the rubric to the website or to our POCR resources
  - Update to the evaluation forms

Goals for 2024-2025 Academic Year

- Review and prioritize goals from DE Plan for next two years
- Key areas: instructional program development, course quality, faculty professional learning, student success/equity, learning technology/modalities
- Specific goals:
  - Increase student completion of online learning orientation (in progress)
  - Analyze data on student success rates across demographics
  - Conduct student survey on online learning experience (planned for spring 2025)
  - Explore increasing DE/IT staffing support
  - Visit other schools to observe dual delivery technology setups

Technology Planning for New Building

- Concern raised about lack of faculty/IT involvement in technology decisions for new building
- Need to identify decision-makers and ensure faculty input on classroom technology needs
- Andy Haber shared examples of past issues with AV planning in other buildings

Dual Delivery Pilot

- Maria Coulson planning to try dual delivery with calculus class
  - Will have FDIP intern to assist with managing Zoom/in-person components
- Shawn Nelson, MMST Instructor will also pilot a course

Accessibility and Captioning Services

- Exploring partnership with Echo Labs for captioning (50 cents/minute vs. current $0.99-$1.20/minute)
- Need to establish budget and process for captioning both online and in-person content
- Investigating Canvas LTI integration for faculty to submit captioning requests directly

AI and Innovation Professional Development

- Suggestions for PL topics:
  - Guest speaker on using AI as a teaching assistant (e.g. Dickinson from San Diego)
  - Workshop on developing AI policies for syllabi
    - Examining examples from other institutions

Next Steps
- Maria to contact Beth Rhodes about faculty involvement in new building technology planning
- Jessica to follow up on Maria's UDWC application status
- Stacey to send out summarized version of DE Plan goals for review before next meeting
- Plan Spring 2025 student survey on online learning experience
- Explore options and establish budget for captioning services

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- Develop AI-focused professional learning offerings, including guest speakers and syllabus policies workshops

Action Items

- Pull AP 4105 for revision; start work ~Nov 15 or Dec 1. Add membership codification.
- Add Communication Plan page to orientation module.
- Send summarized DE Plan goals for review before next meeting.
- Contact Patrick re: timeline for evaluation form update. Follow up w/ Carol & Lauren on Maria's UDWC application status.
- Ask Beth re: faculty involvement in tech decisions for new building.
- Prepare AI prof learning suggestions for next meeting. Include outside speaker options

Adjourn: 12:04

Next Meeting: Oct 8th, 2024