COLLEGE OF MARIN

Distance Education Committee Meeting Minutes

Date: October 8th, 2024
Location: AC 229 and [Zoom](#)

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

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

Agenda: Approved

Minutes: Approved

Key Takeaways

- Need to establish an institutional budget and process for video captioning to ensure ADA compliance
- In-person testing using Proctorio and student devices raises equity concerns; policy change may be needed
- New Canvas Design Plus sidebar coming in Spring 2024; will require content migration by Fall 2025
- Professional learning around AI is needed; exploring funding options for speakers and training

Topics

Video Captioning Budget and Process

- Need institutional budget for captioning beyond just DE courses
- Exploring options like monthly subscription plans (e.g. 30 min/month or $18k/year)
- Challenges: older videos, third-party content, faculty awareness/training
- Proposed solutions:
    - More faculty training on easy captioning methods
    - Possible policy to make captioning part of evaluation process
    - Budget for outsourcing longer/complex videos
- Next steps: Conduct needs assessment, develop training, explore policy options

In-Person Testing Policies

- Issues with faculty using Proctorio for in-person exams on student devices
- Equity concerns around requiring personal devices, WiFi reliability
- Potential solutions:

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- o Use computer labs for online testing instead of personal devices
- o Update policy to prohibit requiring personal devices for in-class exams
- o Reissue best practices guide for Proctorio use
- Next steps: Add to Academic Senate agenda for 11/17, explore policy update options

Professional Learning for AI

- Seeking budget for AI/innovation speakers and training
- Exploring funding options like leftover AB705 funds
- Looking at ongoing learning opportunities beyond just flex days
- Need to determine if this should be funded institutionally vs. just by DE

New Canvas Design Plus Tool

- New sidebar version coming Spring 2024
- Old version being sunset December 2025
- Will require migrating existing content to new version
- Faculty can opt-in to new version starting January
- Next steps: Stacey and IT to strategize rollout and migration plan

Next Steps

- Send out document to work on DEC goals
- Add in-person testing policy discussion to 11/17 Academic Senate agenda
- Explore funding options for AI professional development
- Develop strategy for rolling out new Canvas Design Plus tool
- Continue discussions on captioning budget and process

Action Items

- Add Proctorio & in-person testing policy to Senate agenda for 11/17
- Update and resend Proctorio best practices doc
- Strategize with Burton next week re new CidiLabs Design Plus sidebar rollout

Adjourn: 12:06

Next Meeting: November 5th, 2024

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