

# Distance Education Advisory Group Meeting Agenda/Summary

October 6, 2021

## Agreed

- Continue Virtual Meetings for the fall semester

## DE Modalities

- These are the agreed upon definitions with SCC. However, they made recent updates. We are awaiting final President decision. The modalities below will remain, but the verbiage may be updated.

**FULLY ONLINE INSTRUCTION (O)** Classes are distance education classes that meet 100% online with no scheduled meeting days. Students logon to Canvas at [sac.canvas.edu](http://sac.canvas.edu) and complete work regularly throughout the week. Canvas and other technologies will be required to complete coursework.

**FULLY REMOTE LIVE INSTRUCTION (RL)** classes are distance education classes that only meet in scheduled live streaming Zoom meetings. Students logon to Canvas at [sac.canvas.edu](http://sac.canvas.edu) to attend class virtually on zoom during the published course times. Canvas and other technologies will be required to complete coursework.

**ON-CAMPUS HYBRID INSTRUCTION (H)** classes are distance education classes that combine scheduled on-campus meetings and online instruction. Students will attend class on-campus during the published course times and will logon to Canvas at [sac.canvas.edu](http://sac.canvas.edu) and complete work regularly throughout the week. Canvas and other technologies will be required to complete coursework.

**VIRTUAL HYBRID INSTRUCTION (VH)** classes are distance education classes that combine scheduled live streaming Zoom meetings and online instruction. Students will attend class virtually on Zoom during the published course times and will logon to Canvas at [sac.canvas.edu](http://sac.canvas.edu) and complete work regularly throughout the week. Canvas and other technologies will be required to complete coursework.

**ON-CAMPUS (C)** classes are on-campus and in-person with scheduled meeting days and times. Students will complete their course on campus.

## DE Addendum

- **Updates required for new DE modalities and clarity**
  - Worked on and finalized the DE Addendum to include all asynchronous and synchronous modalities. Recommended proposal to CIC attached.

## Regular Effective Contact Policy

- Submitted to Academic Senate first read (9/28/21)
- Would like to delete out "Online Attendance and Drop Policy". This was an oversight and is SCC's policy. SAC's "Absence/Non-Participation/Drop" is in the catalog and suggested syllabi verbiage is in our [Recommended Course Outline Additions](#).
  - Electronic vote (carry over item) completed 10/7/21 and submitted updated policy to Academic Senate.

## Educational Multimedia Studies

- Discussion regarding a plan to move Educational Multimedia Studies (EMS) out of Academic Affairs to the PIO office.
  - Concern is loss of faculty support for video and captioning training and assistance. This would impact faculty creation of important videos needed for improved student engagement and learning.
    - Voted to advocate as the DE Advisory Group to keep EMS under Academic Affairs with a continued allocation of time to PIO/Campus needs.

### **Training Requirement for Synchronous, Remote Live, modality**

- Discussion regarding Online Teaching Certificate (OTC), Remote Instruction Certificate (RIC) and/or additional training requirement.
  - Concerns
    - Quantity of time and effort required on the part of faculty.
    - OTC Facilitation problems with faculty that expect to teach only in the Remote Live modality.
    - Multiple requirements for Distance Education.
    - Remote Live is a DE modality requiring online grades, online assessments, regular effective contact. Current RIC faculty believe their course is simply a replacement of Zoom for Lecture time.
    - Add skill building training to RIC faculty for RL.
    - Students not receiving the best course possible with fully training faculty.
- Will be meeting again on 10/20 for further discussion and hopeful decision.

### **Items moved to next meeting**

**DE Strategic Plan – PLOs and Workgroup needed**

**DE Faculty Handbook**

**Online Degree Pathways – Outlook and Planning**

# CurriQunet Meta Distance Education Addendum

## A. Type of delivery (Check all that apply)

- Asynchronous (Online)
- Synchronous (Remote Live, Hybrid, Virtual Hybrid)
- Fully Online with Mutual Agreement (FOMA)

Note: Online is a 100% asynchronous mode. Remote Live is 100% scheduled synchronous online instruction. Hybrid is a combination of on-campus and asynchronous online instruction. Virtual hybrid is a combination of asynchronous and scheduled synchronous online instruction. FOMA, Fully Online with Mutual Agreement, classes may only be taught online in an emergency situation, as defined by the institution.

**If both modalities were selected, provide separate responses for asynchronous and synchronous modalities within each section's textbox.**

B. What will be the methods of instruction used in this distance learning modality to achieve the course outcomes? Describe and give examples of the methods of instruction, including how on-campus methods will be modified and/or replaced in the asynchronous and/or synchronous course.

C. Title V (§ 55204) states “Any portion of a course conducted through distance education includes regular effective contact between instructor and students, and among students, either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities.”

1. Describe how you will maintain regular effective contact with students, including what will make this interaction effective.

2. Describe how you will promote and ensure regular effective and substantive contact among students. (student-to-student contact)

- Course Grading Criteria
- Group Assignments
- Regular Graded Discussions
- Student-to-student interaction as part of rubric criteria
- Other

**D. Describe and give examples of how student learning will be evaluated.**

**E. Describe college resources that will be required by you and your students in each of the following areas:**

1. Facilities (e.g., classroom for on-campus meetings, exams, etc.)

2. Technology (e.g., software, hardware, technical support, etc.)

3. Student Support Services (in addition to existing online services)

**F. Two federal laws pertain to the needs of individuals with disabilities in the United States. The first is the Rehabilitation Act of 1973 Section 504 and 508 and the second is the Americans with Disabilities Act of 1990 (ADA). Check any of the following instructional materials that may be used in this course and will thus be verified to meet accessibility requirements.**

- Documents: Verify and update any documents/files such as: Word, PDFs, PowerPoints, Excel
- Homework Platforms: Verify all software used is accessible
- Learning Management System: Verify all Canvas pages are accessible
- Multimedia: Verify/Create audio transcripts, video captioning and image alt text
- Third-party software: Verify any required or optional applications are accessible
- Timed Assignments: Verify accommodation abilities for student accommodations per DSPS
- Other

**I have reviewed this tab and have completed the requirements for this proposal.                      Select (Yes/No)**