

DISTANCE EDUCATION PROGRAM COMMITTEE MINUTES | MONDAY NOV 9, 2020, 3:00 PM – 4:30 PM

MEMBERS PRESENT: Scott James (Co-Chair); Seth Daugherty (IEL&LSS); Alana Gates (BCTE), Angela Guevara (OEC); Alicia Frost (M&S); Vivien Vu (Counseling); Amanda Carpenter (Classified); Maria Chaidez (Faculty At-Large)

MEMBERS ABSENT: Sergio Rodriguez (Co-Chair); Cari Cannon (AHSS); Zachary Miller (Classified Digital Media Specialist); Student Representative

Guests: Guests: DeAnna Martin; Pamela Skiles; Martin Stringer

DEPC MISSION: The mission of the SCC DEPC is to steer the Distance Education Program and work with the Distance Education Coordinator to establish standards, procedures, and policies that contribute to the quality and growth of the program.

AGENDA ITEM	DISCUSSION	ACTION
1. Welcome		
2. Review/Approve Minutes		Approved – Unanimous
3. Hybrid/Remote Blended Update and Mentor Program	<ul style="list-style-type: none"> • Senate recommendation that Remote Blended to be treated as Hybrid modality. • RB will need the full OTC or the 30-hour training plus a mentor. • Recommendation is at the President level and a decision should be communicated soon. 	
4. Remote Learning Workshop	<ul style="list-style-type: none"> • The 30-hour training was originally designed to cover both RL and RB. • Now that RB is considered hybrid, Scott James does not see a need for RL to require 30 hours of training. • Suggestion to break 30-hour training into two parts <ul style="list-style-type: none"> ○ 5-10 hour training for RL only ○ Additional 10 hours training for RB with mentor • Discussion about workload of new adjunct and feasibility of requiring 30-hour training for RL • Concerns about changing requirements mid academic year • Committee voted in support of redesigning the required training into two parts 	Scott James will bring the DEPC's recommendation to Senate
5. Chancellor's Office Updates	<ul style="list-style-type: none"> • Captioning <ul style="list-style-type: none"> ○ DE Captioning Transcription Grant is running out of funds ○ New restrictions on materials that we are able to get captioned (e.g. videos must be longer than 30 minutes) 	

	<ul style="list-style-type: none"> • CVC <ul style="list-style-type: none"> ○ Name change (OEI to CVC OEI to CVC) ○ Offered ecosystem tools paid for through the grant ○ Some tools offered for COVID emergency through CVC ○ Committee reviewed CVC tools and funding support ○ Net Tutor allots 407 hours per year of free tutoring. In October alone, SCC used 190 hours ○ December 31, 2020 end of services: Proctorio, Pronto, Cranium Café • Video in Classroom Legal Opinion <ul style="list-style-type: none"> ○ Requiring use of video is not legal, some restrictions apply ○ If you require the use of video, it should be listed in the class schedule and in DEA with explanation of requirement 	
<p>6. Preferred Name</p>	<ul style="list-style-type: none"> • Students have the ability to change first name through Admissions • Admission sends new name to Scott James and Amanda Carpenter to manually change in Canvas • Looking at automating the Canvas change 	
<p>7. Reports</p>	<ul style="list-style-type: none"> • ASG – none • TAG – none • Website – none • CVC <ul style="list-style-type: none"> ○ Scott attended the Committee Consortium ○ Conversations on how to support system in breakout groups • Other <ul style="list-style-type: none"> ○ POCR funding discussions 	

Adjourned at 4:15 p.m.

Next meeting: Monday, February 8th, 2020 from 3:00-4:30PM via Zoom