DEAC Meeting Agenda

9/28/2021

In attendance:

1. Elect new chair of the committee – committee elected Darnell Kemp as chair, she is a non-voting member. Darnell will check with Senate to make sure this is allowed.
2. Elect new equivalency committee – Tracy Guild, Social Science; Lugene Rosen, Library; Lina Callahan, Humanities

Committee and DED will work together to build a Canvas Shell for equivalency form submittal and review.

Darnell will reach out to Roger for established programs from other college that have been approved in past and reach out to Staff Development to update OTC page.

1. Review [Preliminary Draft Title 5 Changes](https://fullcoll.instructure.com/courses/9169/modules/items/1827939)
	1. Change of regular and effective contact to regular and substantive
		1. Discuss of detailed RSI contact. Concern that direct instruction needs more explanation. State DECO working on this. Perhaps FC should to.
		2. Removal of correspondence courses from definition of online. How do we at FC ensure faculty are not doing correspondence course. Next time, we will review FC’s specifications for weekly interaction and improve or add if necessary.
	2. Accessibility expanded definition – discussion and request of Alternate Media Specialist to be a resource member for DEAC.
	3. Addition of information in “campus publications” to include technology used and proctoring requirements.
2. Review [DESP strategic goals](https://fullcoll.instructure.com/courses/9169/modules/items/1809469)
	1. Strategic Goal #1: Propose and support the development and implementation of a robust distance education office that supports students, faculty, and staff with keeping current in online teaching and learning best practices.
		1. A.S. resolution
	2. Strategic Goal #2:  Support increased successful completion of online courses and reduce student achievement gaps.
		1. Discussion about hybrid and online synchronous formats for classes in Fall 2022
		2. Representatives will survey their faculty about what course formats they want
		3. Kennedy will survey A.S. students
		4. Discussion next meeting – to include what other colleges are doing/discussion
	3. Strategic Goal #3: Engage in continued research and explore current, new or improved technologies that support diverse student needs and assist instructors in creating courses while maintaining accessibility standards.
		1. Different course formats
		2. Classrooms enabled with technology to live stream. Alan Ray will present about the pilot in room 731 at next meeting.
		3. Review current LTIs can be done next semester or next year since we have three-year contracts for most LTIs
		4. Do work to keep Canvas Studio
3. Formulate plan for the year
	1. Pushing for expanded DE office and personnel
	2. Focus on creating a recommendation to Senate on expanding course formats for Fall 2022 and beyond
4. Zoom recording storage (Stewart Kimura)
	1. FC is using beyond our allocated 8 TB storage. There is not an option to buy more.
	2. Request faculty to go into Zoom accounts and deleted recordings that are not needed
	3. Faculty should download Zoom recordings to either Canvas Studio, Youtube, or 3C Media. Note it is easier to fix captions in Zoom prior to downloading, then download Zoom recording, and VTT caption file.

[Directions for fixing captions and moving recordings to Canvas Studio](https://online.fullcoll.edu/wp-content/uploads/sites/15/2021/09/Adding-Captioned-Zoom-Recordings-to-Canvas.pdf)

Upcoming conferences/training:

* [Instructurecon](https://www.instructure.com/events/instructurecon21)- October 7
* @one - [Fall into Humanizing](https://onlinenetworkofeducators.org/fallintohumanizing/)