# Taft College Distance Learning and Education Committee **Minutes**

Monday, March 14, 2022

12:10 P.M. – 1:00 P.M.

Via Zoom

**Call to Order:** Bledsoe, 12:11 P.M.

**Attendees:** Amar Abbott, Adam Bledsoe, Heather Cash, Candace Duron, Geoffrey Dyer, Leslie Minor, Kelly Kulzer-Reyes, Jason Page, Joy Reynolds

**Absent:** Brandy Young

**Public Commentary/Guest:** None

## Approval of Minutes

* February 14, 2022 Minutes submitted by A. Bledsoe
* Minutes approved by unanimous consent

## Next Meeting

* Cash: motioned to meet in Zoom for March 18, 2022 due to the imminent health risk of her and her family; Kulzer-Reyes: seconded.
* No objections, motion passed by unanimous consent.

## Information Items

* DE Update
	+ Dr. Bishop has resigned as Director of Distance Education.
	+ Dr. Minor informed the committee the college is in the process of posting a job announcement in hopes of filling the job soon.
	+ As the Vice President of Instruction, Dr. Minor will serve as the administrator over DE for the time being.

## New Business

* Distance Learning Approval Forms
	1. COMM 1507
		1. Motion to forward to Curriculum: Kulzer-Reyes.
		2. Second: Abbott.
		3. Motion passed unanimously
	2. ECEF 1501, 1601
		1. Motion to forward to Curriculum: Kulzer-Reyes.
		2. Second: Reynolds.
		3. Motion passed unanimously.
	3. PSYC 2050, 2200
		1. Discussion regarding PSYC 2200 requesting to no longer be approved for online delivery. Going forward the course would only be approved for hybrid or in-person. Dr. Minor informed the committee the division is making the request based on low success rates in the online classes. It was noted by Duron that this could lead to lower enrollment based on students’ preference for online delivery.
		2. Motion to forward to Curriculum with note that the division requests the removal of online delivery for PSYC 2200 due to low success rates: Kulzer-Reyes.
		3. Second: Abbott.
		4. Motion passed, 5-2 in favor (Duron, Dyer opposed & Reynolds abstained).

## Discussion Items

* Accessibility Plan
	+ Bledsoe reviewed the timelines in the Accessibility Plan.
	+ Dr. Abbott let the committee know that there were plans for two tracks of Accessibility training during the May in-service but the training will now have to be adjusted following the resignation of our Distance Education Director.
	+ Dr. Minor updated the committee that 100% of faculty teaching online have completed training.
* Current LTI’s being used by faculty
	+ Cash shared a dashboard of analytics of January – March of types of media Canvas users are using.
		- 263 courses are currently using Canvas Studio.
		- 143 teachers are currently using Canvas Studio.
		- Over 3,000 students are currently using Canvas Studio.
		- Respondus LockDown Browser has so far been installed by IT in Chevron Lab, Science 1, Science 2, Science 6, T-15, T-9, T-5, G-7, G-6, G-5, G-4, G-3, Cougar Room and CIL 730.
		- Dyer updated the committee that Canvas Studio is funded through June 30 but that we could potentially get a discount through the Systemwide Technology Access Collaborative (STAC) if we act by June 15.
		- Turnitin training opportunities were discussed and the committee suggested that a Lunch ‘n Learn may be an appropriate place to hold a panel where faculty can show how they are using the software.

## Next Meeting and Adjournment

Bledsoe moved to adjourn the meeting at 1:00 P.M. Next meeting on April 18, 2022.