

Minutes: Distance Education Committee

Room L215 Pittsburg, Rm 125 Brentwood and via Zoom

Monday, March 3rd, 2025 2-3pm

Present voting:

Sara Toruño-Conley DE Co-Chair,

Benaz (Boe) Mendewala

Maria Perrone

Present non-voting:

Courtney Diputado

Rikki Hall

Matthew Muterspaugh

Lyssa Shabusheva

George Olgin

Jill Bouchard

Matthew Stricker

Aprill Nogarr

Laurie Huffman

Absent voting: Erlinda Jones DE Co-Chair, Cindy McGrath, Ozlem Guclu

Call to Order

The meeting was called to order at 2:08 pm, with no quorum. No voting will be conducted during this meeting.

Announcements and Public Comments

Laurie shared that the Union has sent an email about asynchronous and synchronous evaluation forms. Laurie also mentioned that DE should make sure other faculty members are using the updated forms, instead of the old ones. Laurie recommended that the DE committee should take leadership of the situation. Matt added that the UF website has up to date forms on the website.

RSI Variable FLEX - Sara met with Dean Moots and Erlinda to offer 2 RSI training courses, at the end of April, and first week of May. The training will be focused on specific sections of the ACCJC rubric.

RSI Canvas Shell Update – Sara updated the shell, and urges members to check out the updates.

DE will be at the Department Chair meeting in April. Dean Moots suggested the DE committee provide reward ranks for departments based on the status of the accreditation evaluation.

Teleconference Waiver

None.

Agenda

Tabled until next meeting, March 17, 2025

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Ryan's Update – Accreditation Questions Answered

Sara reviewed the email that Ryan sent to the chairs, in which Ryan was able to provide answers to some questions asked during the Focused Flex. Sara prepared a word document based on Ryan's email and would like the committee to consider providing this document/information to the entire campus. Topics covered in the document are level of Access, student Privacy, Synchronous Classes, Linked Courses.

Member of the committee mentions that some classes have linked support courses that are voluntary, where the supplement is a half semester, 1 unit course, and clarity would be appreciated. Resource member specified that the course in question, is not technically considered a "linked" course for this purpose.

Techsmith LMC site license, Camtasia, SnagIt, PRONTO

Sara would like to bring up the question of whether Techsmith's license should be renewed. Techsmith is the parent for Camtasia, SnagIt, and PRONTO.

Camtasia is a more advanced video editor, with a higher learning curve, and is the only software available that provides the options that are needed.

IT should have a report on user numbers, for justification of license continuation.

Resource member notes that this license is only available to LMC devices.

Process for approving Canvas Tech Integrations

DE members spoke about maybe having a review team, which would review proposals for software requested. It was noted that having DSPS representative would be important, in order to access accessibility of the software.

Dean Moots mentioned that IT has requested the streamlining of the process of requesting

Dean Moots also mentioned that the DE committee does not have a budget and urges members to consider whether there should be a budget, and what it would theoretically comprise of in order to support the process. Currently, there is a yearly RAP for POMP, and the committee should consider if an ongoing budget should be supporting the badging of courses instead.

Support members noted that the District created a [Canvas Integration Request Form](#), which may be a good starting point for a campus specific form.

Members discussed if it was possible to have Canvas tools be available to a department only, instead of campus/District wide allowance, as the license for such would have a higher cost than

just a department usage. Resource member Courtney confirmed it is possible to have department specific Canvas tools.

Future Agenda Items

Sara will check in with Erlinda regarding the asynchronous and synchronous evaluation forms being updated.

Sara will email the DE Committee Answers to RSI Focused FLEX Questions document to the DE committee and faculty after the meeting for review.

DE Committee budget discussion, Sara and Erlinda will circle back with Dean Moots.

Next meeting is March 17, 2025.

The meeting adjourned at 2:53PM

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