Los Medanos College—Distance Education Committee—Agenda

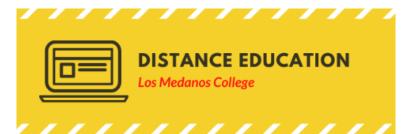| Date	Time	Zoom
5/2/22	2:00 pm – 3:00 pm	https://4cd.zoom.us/my/scott4cd

Members: Scott Hubbard, Chair; Janith Norman; Penny Wilkins (absent); Nicole Almassey; Courtney Diputado (absent); Rachel Anicetti; Rikki Hall; Nicole Westbrook (absent); Sharlice Wright; Veronica Turrigiano; Matt Stricker (absent); Aprill Nogarr
Meeting Dates: 2/7, 3/7, 3/21, 4/4, 4/18, 5/2, 5/16

#	Topic/Activity	Lead	Outcome	Time
1	*Call to Order*	S. Hubbard		1 minute
2	*Announcements and Public Comments*	S. Hubbard	I, D, A	1 minute
3	*Approve Minutes from 3/21:* Janith motions, Veronica seconds; passes unanimously	S. Hubbard	I, D, A	1 minute
4	*Approve Agenda for 5/2:* Janith motions, Rachel seconds; passes unanimously	S. Hubbard	I, D, A	1 minute
5	**Use of OWLs and HyFlex Options for Course and Training Delivery** • Art department will present and answer questions about their experiences using OWLs • We'll discuss what to recommend for departments interested in using OWLs and continue discussion of HyFlex options for next academic year.	S. Hubbard, Eric Sanchez	I, D, A	30 minutes
	Minutes: • Some cons include that the camera can't see things across the classroom (especially more than 10 feet or so away). • Needs a proper fancy stand, or can be knocked over rather easily. Also needs a laptop to be plugged into, over USB. • In general, Eric mentions that he feels you'd need a second person in the room to help with camera switching, sharing screen, running a Zoom meeting, controlling on the OWL app on a mobile device, etc. • Would need extra set up ahead of time for students to share work like on a Canvas discussion board ahead of time (since the OWL can't see work across the room easily). • It is effective in a more circular, discussion kind of set-up (easier to see all who are talking as well as the instructor who is leading out). • Tracking doesn't work flawlessly. • For most effective usage, a user would have to also have a mobile device with the OWL app installed on it. • Microphone can pick up more than just the instructor (side conversations, papers rustling, etc.). • A plus is that the Zoom participants' audio comes through loud and clear on the OWL's built-in speaker. Makes it easy for the facilitator to hear Zoom participants. • No white balance or contrast adjustment, so it's hard to see projected content in a classroom.			

	• Eric's big takeaway is that OWLs are useful for smaller meetings and perhaps trainings. He advocated for each user to think through a lot of the issues and see if it would work for larger meetings and/or classes. • Rachel mentioned that when she's done HyFlex meetings or classes, she acknowledges the limitations inherent in that modality. For example, she forgoes using a whiteboard, and instead uses the Zoom shared whiteboard, or slides. • Veronica and Janith mentioned that it will be up to each instructor and how they would work with the limitations. Janith likes the idea of using it for business courses. • Sharlice mentioned that it could be beneficial for workshops of 30-45 students (high school students, learning communities). She did highlight the pros and cons, and that there would be a steep learning curve. • Many of us agreed that it would be great for meetings, and especially District-wide meetings. • Aprill mentioned that IT is rolling out a check-out process for OWLs soon. She also requested that Wi-Fi coverage be double checked. Courtney is ready to offer professional development for those interested in trying out OWLs. Aprill recommends having specific rooms set up for the use of OWLs. • Eric brought up the idea to have student workers as tech and			
6	**Regular and Effective Contact Policy Discussion** • We'll discuss any updates we need to make to the college's Regular and Effective Contact policy for Distance Education to reflect the new language "Regular Substantive Interaction."	S. Hubbard, J. Norman, A. Nogarr	I, D, A	20 Minutes
	Minutes: • Janith mentioned that there are some policies that need to have updated language from "regular and effective contact" to "regular and substantive interaction." • Aprill mentioned to also include frequency descriptions. • We can implement this by taking a look at our DE policy on regular and effective contact, which is also in our DE policy paper. • We will bring this back in another DE meeting, and then send it to Academic Senate.			
7	*Adjournment*	S. Hubbard	I, D, A	1 Minute

Outcomes: A—Action; D—Discussion; I—Information

DISTANCE EDUCATION
Los Medanos College

Scott Hubbard is inviting you to a scheduled Zoom meeting.

Topic: Scott Hubbard's Personal Meeting Room

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