



**Distance Education and Educational Technology
Committee Meeting**

Sept. 22, 2022

11:30 a.m.-12:30 p.m., Via Zoom <https://napavalley-edu.zoom.us/j/89265547986>

This meeting will be conducted virtually pursuant to Government Code section 54953(e)(1)(A) and the Memorandum from Napa County Executive Officer Minh C. Tran and Public Health Officer Karen Relucio, M.D., dated September 27, 2021, regarding Recommendation for Continued Remote Attendance at Brown Act meetings.

Minutes

Voting Members present: Christine Pruitt, Cathy Gillis, Rachael Cresci, Terry Wegner, Maricel Rossi, Erin Quealy

Non-voting Members present: Doug Marriott, Brandon Tofanelli

1. **Welcome** (1 min)
2. **Adoption of Agenda** (1 min)
 - M/S/P. 5 ayes, Cathy Gillis, Rachael Cresci, Terry Wegner, Maricel Rossi, Erin Quealy
3. **Approval of Minutes** (1 min)
 - 3.1 Minutes from Aug. 29, 2022
 - M/S/P. 5 ayes, Cathy Gillis, Rachael Cresci, Terry Wegner, Maricel Rossi, Erin Quealy
4. **Public Comment** (1 min)

No public comments
5. **Announcements** (1 min)
 - Christine reached out to Daniel Vega about district committee (DTC), but no meeting has been set yet.
6. **Consent Item** (1 min)
 - 6.1 **Acknowledge that AB 361 Conditions have been met**

This item has been placed on the agenda to allow the committee to acknowledge that the conditions for holding AB 361 meetings have been met by the District. Napa County public health officials have recommended measures to promote social distancing; thus, pursuant to Government Code section 54953(e)(1)(A) and the Memorandum from Napa County Executive Officer Minh C. Tran and Public Health Officer Karen Relucio, M.D., dated September 27, 2021 regarding Recommendation for Continued Remote Attendance at Brown Act meetings, this meeting is being conducted electronically. The committee will review these conditions every 30 days.

 - Move to approve and seconded. Motion passed.



7. Information Items (10 min)

7.1 Update from the Distance Education Coordinator - Gillis

The DE Coordinator will update the committee on campus events.

- DE campus events:
12:30 today 9/22/22 workshop about Pronto – can use tool to send messages, it's a texting app easy to get a hold of students, don't need to deal with zoom, canvas, etc., It's a comprehensive tool.
- CANVAS day, logistics, for 12/2/22, in-person and on-line. Now accepting proposals, compensation is available (not sure about funding- based on prep and presentation), need members of this group to choose and approve proposal. We want to make sure that 2 volunteers review from this committee. Opening will be on Zoom. Unclear if Solano will participate.
- Working with IT, we aren't automated in many ways between self-service and CANVAS. it's done manually but may be resolved promptly. Mail should go to DE and it will be rerouted. DE is now at the same level. We also have help requests but those are down (problem related to the old system). Brandon states that they continue to resolve automation issues and are working closely with IT.
- Brandon is available to come to classes or meeting (as in the past). All requests to classes should be directed to the phone number 257-7154 or through DE mail.
- Message Cathy directly for joining in CANVAS day.

7.2 NVC Status on CVC Exchange Home College Readiness - Pruitt

The committee chair will provide a status update on NVC in the CVC Exchange process.

- Christine put a link to information about the [CVC Course Exchange](#) in the chat. First layer of process is "home college readiness", students don't have to apply to the other college or apply financial aid. We aren't college ready, despite chancellor mandate. Daniel V is going to try to attend a presentation about how to achieve this.
- The next step is joining the [CVC Consortium](#), lots of work on behalf of the college, the senate must vote. We will discuss the consortium in the future.
- The previous VP of academic affairs was interested. Bob Harris also indicated there is still interest.
- We need to discuss what the CVC exchange involves.
- Students can take courses elsewhere, but it won't show seamlessly in their NVC CANVAS.
- For counselors, it would be easier for students doing it now.

8. Action Item (10 min)



8.1 DE-ETC Workgroups 22-23

+1 attachment

The committee will vote on workgroups for the academic year.

- Suggestion of workgroups – we have agreed to meet on the 4th Thursday of the month. Maybe we need to move towards a workgroup model.
- A POCR workgroup could start with setting it up for spring, the norming session, a form for accountability with timelines and follow up.
- Another team could be Ed Tech research, investigate some things and use time to research, including library technology. Sara Davis, librarian, is interested in participating in this process. Christine will ask Bob about funding for Sara to join the workgroup or this committee.
- Tech groups need to be mindful about funding. It's possible that this committee can make recommendations for possible funding sources.
- Training will be provided for the POCR group.
- Rachael would like to be on both.
- Next committee meeting will be in October and then in January, otherwise the workgroups will meet independently.

Motion to approve, and seconded. Motion passed. 4 ayes: Cathy Gillis, Terry Wegner, Maricel Rossi, Erin Quealy

9. Discussion Items (30 min)

9.1 Distance Education Handbook

+2 attachments

The committee will review the Distance Education Handbook draft and discuss needed changes.

- The document is in google docx. We are looking at the DE Handbook. DE Plan was approved in 2020. There is now added information we are reviewing. Christine walked committee through the document.
- Refer to NVC pattern not a GE pattern.
- Planning never picked up the document and it was not used for unit planning (maybe in the beginning), it's functioning like a handbook now. The new committee needs to referenced. As a handbook it should be reviewed every few years.
- Like before, even if we don't call it a plan, it has to be a living document.
- We should include how frequently it needs to be reviewed. We can add frequency of review. We will put dates on the top, might ensure that someone looks at it in 3 years.
- When drafted we reviewed other plans. We had data, and we did review and collectively looked at it. Now we are looking at the new data. Data by headcount 103% growth. Included success rates, it used to be in one chart now we have a comparison on in-person, online, and hybrid. Information for chart will be emailed so that individual members can review the information about retention. Hybrid is lower, but trending higher than they used to. However, we don't have standard



definitions of hybrid, so it's difficult to compare.

- We do not have a designated dean for DE. It's under the VP not under a dean (as before). DE does not have a budget, no line items, and the VP was concerned. Perhaps we could recommend the previous unit plan? When unit plan comes around, maybe this committee can make suggestions. This body should consider that we don't have accessibility person and this has a negative effect on the POCR because of faculty needs. Faculty feel that we need that support because of the consortium, it helps with both online and in person classes.
- Is there something for minimum technology standards? We can add it. Instructors do come in to the DE office and ask about Wi-Fi. Faculty members responded positively to this suggestion.
- Shared Governance -DE workgroup has shifted to this committee. Curriculum plays a role, which determines DE standards for CORs. They complete the curriculum review process. Dates will be changed.
- Even though this isn't a planning document, we should put forward some goals. The instructional design institute has now become a benchmark, and there is interest in the next level. Maybe there will be additional funding if we request compensation.
- Counseling and tutoring have done a great job in comparable experiences.
- Anything that we could connect to a unit plan. Maybe have a vision for what we think that the needs might be. Be sure to add comments and ideas.
- When this was initially written there wasn't a culture of distance education, maybe 10% of our courses were online. Now is a different situation and most recognize that DE is for every instructor.
- Add faculty needs for more data, like a transparent data dashboard. Maybe a read out – cross-listing, checking if all students have logged in before 1st day of class, maybe ability to be able to respond early, live data? We could write it in broader parameters so that it could include other information and support technology.
- Committee members are encouraged to add information/changes to the plan.
- Appendices – this was written in sections so that we could get the plan through the senate. We can choose to organize this differently.
- POCR – do we have to do this for hybrid? Also is there an overlap with faculty evaluation. If there is overlap, maybe this could be reduced.
- POCR now states looking at faculty once every 6 years. Part of the issue is that the POCR has to do with accreditation standards, and we need to review enough of DE course quality that isn't in faculty evaluation. It was approved as separate because we didn't want it linked to tenure.
- This is consistent with most colleges in CA. Perhaps it can be revaluated in the future. If we did go this route, we couldn't start POCR in the Spring, we would have to align with faculty evaluation committee.
- This was approved in Spring 2020 and affirmed in the fall 2022. POCR is about design and title V, faculty evaluation is mostly about teaching and is different. Looking at both is very challenging and more time consuming. Combining both has not worked for other schools.



- In the past another issue, we didn't have enough faculty trained in DE, probably not the case in 3 years. We will need to discuss how we would tackle the workload issues with POCR.
- We can continue to review this document for our next meeting.
- The big change is Appendix C – was re-written and will need to be reviewed. It's on our website. They, curriculum, approved their DE standards and documents. This will be incorporated into the handbook.

10. Adjournment

Motion to adjourn and seconded. Motion passed. 3 ayes: Maricel, Rachael, Christine