

DRAFT CoDE Minutes

Tuesday, April 26th, 2022, 12:20-1:30pm

Zoom Link: Archived

Call to Order - 12:21

Confirmation of CoDE Reps/Resources - Roll Call: type in Chat box

CoDE Reps Present: Karoline Rostamiani (BIOD), Simon Mirzayan (BUSD), Brian McDonald (CESL), Rosemary Kwa (ENGL), John Lynch (GUILD), Barb Erfurt (KIND), **Nick Smith proxy** for Mike Eberts (LAD), Aisha Conner-Gaten (LIBD), Sandra Romero (MATH), Caryn Panec (NCBLS), **Paul Mayer - spring Proxy** for Suzy Semerdzhyan (NCESL), Rachel Ridgway (PSD), Robyn Fishman (SSD), **Stephanie Yau - spring Proxy** for Molly Mercer (STSD), Dave Martin (TAD), Cindy Pollack (ADJ Rep), Piper Rooney (Chair & Senate)

CoDE Resources: Eric Hanson (Dean), Alexa Schumacher (Lead PO CR), Sydnee Risk (ID), Samantha Garagliano (DEFDC), and Alexandra Evans (Equity).

Proxies: Paul Mayer (NCESL): Nick Smith (LAD); Sephanie Yau (STSD)

Absent: Judy Redman (HSD), Amy Oliver (VPAD), ASGCC Student Reps not yet appointed by ASGCC Leadership; Erin Calderone (KIND), Francien Rohrbacher (C&I), Roger Dickes (Senate President), Mark Ragonig (ITS), Caroline Hallam (LIBD), Kim Weissman (DSPS - Lead Interpreter), Diana Carrillo (DSPS Counselor)

Guests: Jessica Stewart, ENGL.

Comments from the audience on agenda items only

- **Approval of Minutes:** [Draft Minutes March 2022](#) McDonald/Fishman (Aye:14; Nay: 0; Abstain: 0)
- ***Call for additional items (for future agendas) -***
 - *Day of drops for No Shows. Set by Senate - Are Thursday for short and Sunday for long best? CoDE to discuss May meeting*
 - *Policy that no instructors respond to student emails before the official start of semester/short session?!?!?*
- **Approval of Agenda:** McDonald/Ridgway (Aye:15; Nay: 0; Abstain: 0)

DECO Report:

Info Item: Motion approved by email vote: CoDE approves the revision of the Intent to Recertify form and contract to allow faculty to complete the previous academic year's overdue GADER obligation by December 1st of that year, rather than December 31st, at which time all faculty and staff are on Winter Break and are therefore not available to monitor or assess submissions or to confirm recertified status. (Aye: 14; Nay: 1; Abstain: 0)

High Priority -

Motion to Approve: CoDE recommends that the following statement be included in all future job announcements/calls for candidates: "Applicants not yet certified to teach Distance Education according to standards established by the Academic Senate at Glendale Community College (GCC IOTL, [@ONE's IAOTL](#) or [equivalent](#)) must complete such training before undertaking any Distance Education instruction at GCC." (Mayer/Conner-Gaten) (Aye: 10; Nay: 2; Abstain: 2)

- Possibly contractually requiring DE Certification by Equivalency before start at GCC? Other campuses require this. (Some GCC job announcements from SSD have had a stipulation that a percentage of load must be taught online; this is written into the successful candidate's contract).
- Should this become policy? - This is a way for us to be transparent to applicants about what we will expect/need of them as instructors at GCC - the flexibility to offer DE as well as in-person instruction.
 - Hesitation to implement an institution-wide level to avoid instructors' being forced to teach DE.
- Why has this come up at CoDE? Shouldn't this be Divisions or hiring committee's responsibility. The DE Committee is responsible (with Academic Senate) for establishing DE Certification standards. Transparency and specificity of information for applicants. We already have a policy that instructors cannot teach DE without DE Certification, so why is this from CoDE? It should originate from the interested committee; that's CoDE as a subcommittee of Academic Senate.
- F-T must, by contract, teach a full load; without DE Certification from GCC or its equivalent, they won't be able to bump a part time instructor from a DE assignment. Then they will owe units for the semester for not meeting load.
- Tech training for DE should be attained before teaching at GCC in DE
- Isn't this HR's purview? - This should come from the faculty and the Senate to HR; HR shouldn't come up with job description language other than the legal aspect. The Admin can weigh in and adopt or debate, but recommendation should come from Faculty & Divisions.
- Equivalency & Training processes exist, what's the problem? How do we protect new hires who are unaware that they will not be allowed to teach DE without training and that, in the current climate, may not get five fully-enrolled in-person classes.
- This language could create more barriers and scary language, scaring away applicants.
- Maybe this should be someone else's responsibility, but we have Chairs who are unaware of DE Certification AND GADER requirements. This language is not changing our policies; if we said that an instructor could train while they taught, this would change policy. (Faculty often drop out of IOTL, thereby not gaining DE Certification while they teach; this also runs the high risk of exposing about 150 students per term to bad DE course design and a possible wasted semester while an instructor produces a class without DE training). The wording does not say "You have to be DE Certified to be hired." This is an attempt to be transparent.
- Stipends?

- We can't predict how much of a faculty's load will be in-person versus online. Applicants reading this will ask: What is Distance Education? How much of my course load will be in this modality? (Latter can't be answered). At what point do we say, You're here. [Better that this language stimulates questions from applicants! Better than that they have no idea of what they'll face once hired; votes for transparency continue).
- We have to be clear; we don't want instructors to learn that they were not certified to teach a particular class after having offered it for years! Another vote for transparency.
- Add [@ONE IAOTL](#) or equivalent to this stipulation - we can't predict the modalities of all future load assignments
- DE Certification Equivalency committee works through Summer.

Discussion Item: [Proposed Revision of DE Addendum Form](#) - Wait till May to make Motion to approve - Take it to your Divisions please!

- Good compromise; though not initiating a "conversation" as we'd hoped, does provide good guidance;
- Pre-course contact through PeopleSoft - Welcome Letter loses live links, images, and videos. (Publish course; Send out W.L.; Unpublish again till Friday before course starts or on actual start date).
- Pre-course contact - Welcome Letter 2-5 days before start of course. How do we stop students from emailing us with questions before course's official start. (State that explicitly in Welcome Letter, for example: "I look forward to our course together, and will begin answering any questions starting on our first day of class").

Old Business -

Motion to approve revision of AR 4105 -

- [Current Version of AR 4105](#)
- [Proposed Revision of AR 4105](#) - **Open for Comments:** voted on in May 2022 CoDE meeting

New Business

- Updates from Task Forces formed in December 2021:
 - a. TF to review language of ticket note information & requirements: Has met; [draft of ticket note language](#) is available for comment.
 - b. TF to develop a [proctoring policy similar to that of Contra Costa College](#). Has met once, will meet again this afternoon to finalize draft of policy.
 - c. TF - to review and develop language for Remote (Synchronous Online Instruction - SOI) policies DE courses: (drop policy, check in assignment, etc) - Not yet met.
 - d. TF on accessibility - to focus on the creation of accessible assignments - such as the Icebreaker "choose an image" etc. - Task force to include representatives of DSP&S, students who rely on assistive technology and keyboard to access Canvas content and to complete assignments, and faculty representatives - possibly from highly visual and aural divisions, and from STEM? - Not yet met; Sydnee has consulted with DSPS and Mark Ragonig.

- [DRAFT GCC DE 3-Year Plan for 2022-2025](#) Open for comment. Intention to vote on the final version at May 2022 CoDE meeting.

Announcements

DEC: Piper Rooney

[DECO Update](#)

Academic Senate of California Community Colleges ([ASCCC](#)) - [Spring Plenary Resolutions](#). - [Resolutions re: Distance Education](#)

13.02 S22 Faculty Responsibility for Equitable, Accessible Learning Environments

13.07 S22 Advocate for the Protection of Online Learning Integrity

13.09 S22 Understanding the Impact of Non-Academic Entities on HyFlex Instruction and Preserving the Local Collegial Consultation Process in Determining Local Course Modalities Offerings

17.01 S22 Ensuring Adequate Online Education Support for California Community College Faculty and Students

[Online TEaching Conference \(OTC\) Long Beach June 29th-July 1st](#)

Board of Governors approved Title 5 changes - Not yet signed by Secretary of Finance: [Proposed New Title 5 Language - Clean Copy](#) - see second page for details of Regular and Substantive Interaction [\[Marked Up Copy of Title 5 Changes\]](#)

- DE Addenda CMS integration Update & eLumen - See proposed Revised DE Addendum form above. Will be voted on at May 2022 CoDE meeting.

DEFDC: Samantha Garagliano -

- GADER update - Remind your DE Fac who have not completed this year's GADER that they **need** to submit their [Intent to Recertify form](#) - HSD Division especially!
- GADER - Rachel Ridgway's Let's Grow Together (in the FIC!) & Sam's DE CoP this Friday, 4/29
- IOTL updated - [2 summer IOTL sessions for 2022](#) - filling up - Sam teaching both!
- No further Asynchronous GADER opportunities for spring 2022

Lead POCR: Alexa Schumacher -

- Call for Fall '22 POCR submissions sent April 15th - Due by May 20th - 10% Stipend or RT
- Reach out to Alexa to ask any questions you may have.
- You can start in the summer if you wish; alignment with OEI Rubric must be completed by December 31st.
- POCR program; necessary preparation
 - New addition to incentive - [ED TE\(A\)CH Modules](#) must be completed before receiving a full POCR from our local team. GADER offered.
 - Click to view more information on [POCR and CVC-OEI](#).

ID: Sydnee Risk - [Instructional Design Update](#):

- Turned on Folio at the Admin Level. (Free visual Portfolio tool; see link above for course that guides its use).
- Located under your 'Account.' Available to everyone. [Portfolium: Canvas Portfolio Comparison Chart](#)
- 1. Sensus Access - available to everyone. (Pope Tech and UDOIT are both free and available in Canvas)
 - a. Big decision: Should we drop Ally? It has an alternative format option; Sensus Access also has this. Please ask your constituents to email instructionaldesigner@glendale.edu or srisk@glendale.edu with their concerns or comments about use of Ally in your courses.

Dean of Library and Learning Sciences: Eric Hanson

- CVC-OEI Steering Committee Update: We continue to build toward being a Teaching College in the CVC Exchange with necessary collaboration from Student Services, etc.
- Class update - We have cancelled our contract and will receive a refund from Class

Meeting adjourned 1:27 p.m.

DE Resources:

- **CoDE Shell** - Committee Shell - houses Agendas/Minutes/DE links/DE discussions and other relevant CoDE documents/links in one Shell!
- **Academic Senate DE Motions Passed and DE Information Items**
- **Find all Guild DE Related Language - *negotiations to allow 100% DE Load during pandemic continue* - MOU**
- **2019 Distance Education Guidelines by the Distance Education & Education Technology Advisory Committee (DEETAC)**. This 45 page document provides guidance to CA CC DE programs regarding Title 5 (replaces the DE Guidelines 2008 version). **Elements of this approved document (2019) have been revised.**
 - DEETAC advises the Chancellor's Office on the vision, policy, and planning in support of distance education and education technology.
 - These Distance Education Guidelines are designed to provide overall guidance and assistance to individuals and institutions seeking to understand and apply the laws and regulations on the design, approval, conduct, and reporting of distance education within California Community Colleges: **DEETAC 2019 DE Guidelines - Summary/Suggestions**
- **GCC DE Resource Shell**: Announcements/Reminders will come from Shell
 - *Not Getting Announcements? Turn them on under Settings>Notifications*
- **GCC Unique DE Policies – Handout**
 - Found in the DE Faculty Resource Shell and attached (**last page**)
- **Approved DE Addenda List Now Available for CoDE and C&I Reps**
 - DE Policies and Procedures>Approved Distance Education Addenda List
- **Distance Education Certified Faculty List Now Available for CoDE Reps**
 - DE Policies and Procedures>Distance Education Certified Faculty List

CoDE SPRING 2022 TERM MEETING DATES!

~~February 22, March 22, April 26, May 24~~

Instructional Designer: Sydnee Risk: instructionaldesigner@glendale.edu

DE Coordinator - Piper Rooney: de@glendale.edu

DE Trainer and DEFD - Samantha Garagliano: defacdev@glendale.edu

Lead POOR - Alexa Schumacher, PhD: aschumac@glendale.edu

Assistant Support Instructional Specialist - Daniele Ingrao: dingrao@glendal.edu

[GCC Unique DE Policies!](#)

CREATE A WELCOME LETTER (PRE-COURSE CONTACT)

CREATE A WELCOME LETTER and send it to your students' GCC email (through Canvas Inbox and PeopleSoft) and post it as an Announcement 2-5 days before the class begins! This Letter will explain how to log into Canvas and how to complete the Check-In Assignment that establishes 'first day' attendance in a DE course.

POST THE "CHECK-IN" ASSIGNMENT (DE DROP POLICY)

HAVE STUDENTS COMPLETE THE "CHECK-IN ASSIGNMENT" that is listed in the Welcome Letter by Thursday night (4-8 week classes) or Sunday night (10-16 week classes) of the first week. If not completed, the student can be dropped the next day. For late add students, allow until Census to complete the Check-In Assignment before dropping through PeopleSoft.

DON'T GET DROPPED! (DE ATTENDANCE POLICY)

DON'T GET DROPPED! Students cannot miss more than two weeks' worth of assignments (online class) **OR** one weeks' worth of assignments *and* one weeks' worth of live lecture (hybrid class). The course Syllabus should entail what constitutes two weeks' worth (online) or one weeks' worth (hybrid) of online assignments to not be dropped. Attendance or Participation is never measured by 'logging-in' or time spent in Canvas.

OFFICE HOURS! (SYNCHRONOUS OFFICE HOUR POLICY)

SET-UP SYNCHRONOUS ONLINE OFFICE HOURS! All DE instructor's must-have weekly online synchronous office hours, even if the course is Hybrid. Please inform students of the day/time of these hours and the tool to be used – i.e., Chat, ConferZoom, Skype Chat, etc. in the Welcome Letter and Syllabus.

STAY IN THE DE LOOP! (DE FACULTY RESOURCE SHELL)

DE FACULTY RESOURCE SHELL! This is your one-stop for all DE information at GCC! This Shell will be your companion as you teach DE and want to expand your DE knowledge. You are in this Shell now! Please accept the Invite and look around. Turn on your Notifications so you don't miss any Announcements pushed out by GCC DE Leadership!

If you have any questions or concerns, please contact the DE Coordinator, Piper Rooney, at de@glendale.edu