DISTANCE EDUCATION ADVISORY COMMITTEE MEETING
Minutes ⏳

Monday, Feb 27th, 2023	2:30 – 4:00 pm	ZOOM

INVITED ATTENDEES	Claudia Alcala, Jorge Ascencio, Krissy Barone, Leslie Bitong, Jodie Butler, Guy Buker, Alana Krause, Alex Miranda, Reza Mirbolooki, Phuong Nguyen, Michelle Palma, Annette Park, Franklin Ragg, **Meridith Randall**, Shatarupa Ray, Evangelina Rosales, Amy Runyen, **Justin Smith**, Paul Tayyar, Tien Tran. ***Bolded members not in attendance.**
CHAIR(S)	Alex Miranda, Dean; Faculty chair: Jodie Butler
RECORDER	Joe Roxas

Meetings dates for the Spring 23
~~Feb. 13th~~ and ~~27th~~
Mar. 13th
Apr. 10th and 24th
May 15th

Meeting over Zoom, use this link to join us: https://cccd-edu.zoom.us/j/84099249642

Agenda Items

TOPIC	PRESENTER
Approval of the Minutes from last meeting.	
REC/RSI reminders	**Jodie**: The code has changed for Distance Ed, started in July, codified in October. We don't have to do student-to-student interaction anymore. Michelle shared the link in chat.
Popetech Issues?	**Shatarupa**: During Department meeting Flex Day, some Faculty concerned if getting rid of Respondus in future. Jodie said unlikely. Ways of fixing errors were discussed during Flex; aim for zero errors. Work on alerts on your own pace. Some Faculty reported fixing the errors/alerts but still showing up after re-scanning. They will do software update soon to fix this. **Jodie**: There are multiple level of errors – red and yellow. Aim for minimal alerts. **Reza**: Had similar issue; fixed all errors but one persisted. **Frank**: Tested it over the weekend, seems everyone had different experience. Got rid of errors. When log off then back on, seemed to fix alerts but doesn't work all the time.

	Jodie: Reports are not accurate, but admin must submit them to state. If you find glitches, please report them right away. Refrain from negative messaging: Admin not trying to catch us with these errors. Mentioned too: scan pages as you build them so not overwhelmed in the end. Most of errors are heading structure, and contrast in colors.
Work Groups for Spring 23 **Attrition and Retention** Annette P., Leslie B., Tien T, Evangelina, Justin **Academic Integrity** Thisclosetofinished **Canvas Training Evaluation** Amy, Claudia, Krissy, Phuong, Guy **DE Handbook Update and Upkeep** Jorge, Franklin, Michelle, Alana, Paul, Rupa	Groups went into Breakout Rooms to work on individual projects and reported out at 3:30.
Come back together and report out	**3:30**