



**DISTANCE EDUCATION ADVISORY COMMITTEE (DEAC) MEETING**  
**MINUTES** 🕒

**Monday, April 10, 2023**

**2:30 – 4:00 pm**

**ZOOM**

<b>INVITED ATTENDEES</b>	<p><b>Claudia Alcala</b>, Jorge Ascencio, <b>Krissy Barone</b>, Leslie Bitong, Jodie Butler, <b>Guy Buker</b>, Alana Krause, <b>Alex Miranda</b>, Reza Mirbolooki, Phuong Nguyen, Michelle Palma, Annette Park, Franklin Ragg, <b>Meridith Randall</b>, Shatarupa Ray, Evangelina Rosales, Amy Runyen, Justin Smith, Paul Tayyar, <b>Tien Tran</b>.</p> <p style="text-align: right;"><b>*Bolted names not in attendance.</b></p>
<b>CHAIR(S)</b>	Faculty Chair: Jodie Butler; Dean: Alex Miranda
<b>RECORDER</b>	Joe Roxas

**Meetings dates for the Spring 23:**  
~~Feb. 13<sup>th</sup> and 27<sup>th</sup>~~  
~~Mar. 13<sup>th</sup>~~  
~~Apr. 10<sup>th</sup> and 24<sup>th</sup>~~  
 May 15<sup>th</sup>

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

TOPIC	MINUTES
<p><b>Updates</b> Meet Calvin!</p>	<p>Approval of the Minutes from Apr. 10, 2023. <i>Thanks, Joe!</i></p> <p>(Jorge) Calvin Fantone was introduced, newest staff member of Online Instruction, replacing David.</p>
<p>Ed Tech Team updates</p>	<p>Update on Learning Tool Interoperability (LTI): District purchased <b>Accommodate HQ</b> by Etudes, Inc. It offers instructors the ability to accommodate learners’ special needs for additional time, days, or tries more easily. It passed evaluation by District Risk Services, now being tested by Cyber-Security and ADA Compliance.</p> <p>Open callout for panel for hiring Julie’s replacement. After paper screening, not enough quality applicants for first round of interview. Possible reasons: more demand than supply, other campuses could be paying more for similar positions.</p>
<p>Review Panels/ Level 1 and 2 Training.</p>	<p>(Reza) Gave update on finishing the L2 course with 9 faculty. L1 training dates: Jun 12 – Jul 16, and L2: Jul 17 – Aug 13.</p>
<p>Weekly device updates.</p>	<p>(Jodie) Per email notifications sent lately, District IT will be performing required weekly updates every Sat 3am. Leave devices on, ensure all open files are saved since reboots are expected. If device was turned off, it will perform automatic updates and reboots the next time it is turned on so allow for that time when turning on Monday morning.</p>

CourseLeaf Implementation Plans	CourseLeaf is a program that interacts with Banner in terms of Curriculum and Scheduling. Planned to be active by Fall 24. If you deal with Curriculum, you will need some training.
TextHelp Literacy Tool	In addition to being a Reader, the tool lets you speak then it writes the text onto any program (MS Word, notepad, web page etc.), doing more than what the Canvas tool allows. Alana asked how it will affect the library website and will reach out to Kevin.
Native Availability	Tien (not present)
PopeTech Accessibility Protocol Walk Through	Jodie will be taking it to the Senate next week. She presented PowerPoint slides about 5 files/documents relating to Accessibility goals and objectives, review from the District, instructions for Faculty, issues and fixes, and filling out reports.
Online Teaching Conference. June 21-23	<a href="https://onlineteachingconference.org">https://onlineteachingconference.org</a> Conference happening in Long Beach, paid for by IPD. Everyone encouraged to go. Alana commented that it's a very important conference, will be attended by your colleagues from different CA community colleges. It is funded by the CA Community College Chancellors Office, and it is separate from your usual discipline conference allocation.
<b>Discussion</b> Online Lesson Share	<p>Jodie reminded all to keep these in mind, if you have any experiences, suggestions, what works—what doesn't, good practices to share. She is compiling any issues, concerns, suggestions for Accessibility protocol to take back to Senate so please continue to email her about them.</p> <p>Membership nominations have been sent out; if your seat is up and want to continue, please nominate yourself! 😊</p>