Committee on Distance Education (CoDE)
Minutes
May 22nd, 2018
SV105

Members Present: Rachel Ridgeway (PSD), Alexa Schumacher (Chair), Sevada Isayan (BUSD), Robin Fishman (SSD), Amy Oliver (VPAD), Adina Lerner (LIBD), Dave Martin (TAD), Barbara Erfurt (KIND), Brian McDonald (CESL), Piper Rooney (ENGD), Caryn Panec (NCBUSD), Sandra Romero (MATH), Barbara Assadi (NCESL), Molly Mercer (STSD), Mike Eberts – Proxy: Samantha Gagaliano (LAD)

Members Not Present: Deborah Levine (PSD) and Javier Gago (BIOD), Mike Eberts (LAD).

Resources: Julie Gamberg (DEFDC), Eric Hanson (Dean), Franciean Rohrbacher (C&I), KC Camp (DSPS), Connie Lantz (ITSS), and Ken Taira (BUSD)

I.   Call to order at 12:26pm
II. Comments from the committee on agenda items only (2 minutes per speaker) - None
III. Approval of Minutes (**MTA Rooney/McDonald) – Approved**
IV. Coordinator's Report
  • Next @One DE Certification July 23rd - Advertise!
  • OEI Rubric for OEI Classes/Abridged OEI Rubric for DE Class Compliance Checks Approved by Senate – May 17, 2018
  • Self-Paced Mini-IOTL for DE Certification Equivalency or DE Certified Faculty that did not take the full IOTL through GCC – Ready for participants – earn 10 hours of Flex (fully online). Email de@glendale.edu to be added into course – *Look into whether or not Self-Paced Mini-IOTL can be mandated for DE Certification Equivalency in DE Handbook?*

- **Motion Passed 2018-07:** The Senate vigorously promotes the use of pedagogical methods and tools that have been recognized as Best Practices in the instruction of Distance Education classes, and acknowledges instructors' rights to select from recognized or emerging pedagogies and tools, synchronous or asynchronous, in their instructional practice – 5/3/18

V. *Call for additional items (for future agendas)*
- Review best practices for online exam taking in DE classes

VI. **Approval of Agenda (MTA Isayan/McDonald) – Approved Unanimously**

High Priority Items
1. Approval of DE Addenda Reviews
   1.1. FRENCH 103 (LAD)
   1.2. LIB 100 (STSD)
   1.3. ENGL 127 (ENGD)
   1.4. ACCTG 175 (BUSD)
   1.5. ACCTG 235 (BUSD)
   1.6. BUSAD 111 (BUSD)
   1.7. BUSAD 177 (BUSD)
   1.8. BUSAD 178 (BUSD)
   1.9. HUMN 135 (ENGD)
   1.10. ENGL 101+ (ENGD)
   1.11. ENGL 199 (ENGD)
   1.12. ENGL 99 (ENGD)
   (MTA all DE Addenda Above: Rooney/Isayan) – Approved Unanimously

- Motion to approve implementation of Ally for Accessibility – **(MTA Martin/Isayan) - Approved Unanimously**
- Two more DE descriptions added for clarity? (attached) - **(MTA POC Description Only – Rooney/McDonald) - Approved Unanimously;** Table WEC Description – take to Divisions for ideas – review in fall term.
- GADER Approval and Evaluation Process (attached) - **(MTA Ridgway/McDonald) – Approved, Abstentions: Panac/Rooney/Fishman**

I. **Old Business**
- Organize a Faculty Evaluation Taskforce (Senate/Guild)
- Individually Planned Activity (IPA) Flex for new DE courses, major revisions, OEI Self-Assessment, Compliance Checks - Set Hours?
- https://www.glendale.edu/home/showdocument?id=10224
- DE 7-Year Plan – Discuss and Brainstorm
  - Strengths, Weaknesses, Opportunities, Incentives

II. **New Business**
- Organize an OEI Subcommittee

X. **Adjournment**

Spring CoDE Meetings: *Feb. 27, March 27, April 24, and May 22*
Fall CoDE Meetings: *August 28, Sept. 25, Oct. 23, and Nov. 27*

Contact Information of GCC DE Team:
- DE Coordinator: Alexa Schumacher: SV112, de@glendale.edu
- DE Faculty Development Coordinator: Julie Gamberg - SV112, jgamberg@glendale.edu
- Instructional Tech Support Specialist: Connie Lantz - SV107, clantz@glendale.edu
- Assistant Instructional Tech Support Specialist: Daniele Ingrao - SV112, dingrao@glendale.edu

Two more DE descriptions added for clarity?

Proposed to Add:

Proctored Online Courses (POC): Assignments and examinations in a Proctored Online Course will be submitted in an asynchronous manner, but you will be required to take tests at a proctoring facility. Your instructor will provide proctoring accommodations at GCC. Off-site proctoring services could be available at the discretion of the instructor.

Web Enhanced Courses (WEC): Web Enhanced Courses are traditional face-to-face classes that make routine use of the Learning Management System (LMS). These courses hold all their meetings on-campus. The instructor will post required course materials and/or activities online and may require assignments be turned in online. Web Enhanced Courses are not Distance Education courses; Instructors of WECs do not need to be GCC DE Certified; however, Canvas training is highly recommended in order to use effective practices in the LMS.

Glendale Annual Distance Education Recertification (GADER) Approval and Evaluation Process

Purpose of GADER

GADER (Glendale Annual Distance Education Recertification) is annual advanced professional development in the pedagogy and practice of online instruction. GADER is intended to keep faculty who are already DE trained and certified in online instruction current in established best practices in online teaching. GADER is *not* software and technology training (e.g. it is not training in the use of Canvas, green screen technology, creating an online course, etc.).

GADER Committee Establishment and Continuation

This GADER Committee will be formed of DE faculty members, including the DE Faculty Development Coordinator, to create and recommend modification to the GADER policy to CoDE and Academic Senate. The GADER Committee will also evaluate GADER hours for the continuation of DE instructor eligibility. In 2018, the formation and approval of the GADER Committee occurred during the April CoDE meeting.

The GADER Committee will evaluate GADER hours based on an approved list of appropriate trainings/workshops that are included in the DE Handbook. This GADER Approved List and the Glendale Annual Distance Education Recertification (GADER) Approval and Evaluation Process will be updated annually in the DE Handbook within one week of the GADER deadline. The update will take effect after the first CoDE and then Senate meeting following the GADER deadline. Following the approved update, faculty may start accruing GADER for the upcoming year; however, faculty planning to reuse GADER for Flex are advised that Flex accrued before July 1 is not accepted for the following year.

GADER Obligations and Due Dates

DE Certified faculty are obligated to complete six hours of GADER if full-time, and three hours of GADER if part-time, annually, to retain their DE certification.

In 2018, the due date for GADER was May 16, 2018. Moving forward, the due date for GADER will be March 15 (e.g. March 15, 2019), so that division chairs will have notice of any non-qualified DE faculty prior to the final fall rollover. Note: since there is currently no GADER Approved List for the May 16, 2018 due date, the GADER Committee will accept GADER hours that were previously accepted by the past Distance Education Coordinator.

Special Circumstances

1. Since GADER is a recertification requirement, the expectation is that it will be maintained annually regardless of semester-by-semester assignment. Faculty who are on leave for one or more years may submit a request an exception to the GADER Committee by having their division chair email the GADER Committee Chair, or DE Faculty Development Coordinator, directly, with said request.
2. If a faculty member has not completed the GADER requirement to maintain eligibility to teach online, the faculty member will not be scheduled for DE teaching. Requisite GADER hours must be submitted and approved to renew eligibility.
3. If a faculty member does not earn any GADER for three consecutive years, the faculty member will need to complete the GCC Introduction to Online Teaching and Learning (IOTL) course in order to re-establish DE instructor eligibility at GCC.
4. If a faculty member would like to pursue a professional development opportunity which is not on the GADER Approved List, and which she or he believes should count as GADER, please send the name, date, hours, a brief description of what the training consists of, and a rationale about why the training meets the requirements for GADER, to the DE Faculty Development Coordinator (defacdev@glendale.edu). If a faculty member would like advance approval, submit this information one week in advance of the professional development opportunity, during the fall and spring sessions, with the subject line "Alternative GADER Request" for a prompt response. If the professional development opportunity clearly fits the GADER guidelines, it may be approved by a minimum of two members of the committee. Otherwise, it needs to be brought to the entire committee, and be approved by a majority vote. This may take place virtually, including over email. The committee will make every attempt to get back to the faculty member in advance of the professional development opportunity.

GADER Approved List

Approved

- Any offering on the GADER webpage, including one-hour workshops, and linked @One offerings
- The @ONE Course Design Academy
- The Glendale College Distance Education Community of Practice (GCC DE CoP)
- Any @ONE instructor-led course, with the exception of Introduction to Teaching with Canvas.
- ADA/508 DE Compliance Workshops

Examples of individual projects accepted <u>with GADER Form</u> (form available on GADER website)

- @One Webinars
- Relevant conference sessions from Online Teaching Conference
- Relevant conference sessions from DET/CHE
- Relevant conference sessions from CanvasCon
- Relevant CCCO offerings
- Other recognized programs offering advanced training in online teaching

Examples of activities not approved for GADER
- Lynda.com courses
- Watching and writing about TED Talks
- Creating online courses
- Canvas workshops
- OER workshops
- Meetings about online teaching
- CoDE meetings

Don't Forget to Tell your Division…!

(Reminders from CoDE: May 22, 2018)

1. Register for next DE Certification July 23rd Class!
2. Complete Required GADER (Glendale Annual DE Recertification) Hours by March 15, 2019 (New Deadline) – Contact Julie at defacdev@glendale.edu
3. New GADER Approval and Evaluation Process for 3/15/2019
4. Synchronous vs. Asynchronous Senate Position passed:
   > **Motion 2018-07:** The Senate vigorously promotes the use of pedagogical methods and tools that have been recognized as Best Practices in the instruction of Distance Education classes, and acknowledges instructors' rights to select from recognized or emerging pedagogies and tools, synchronous or asynchronous, in their instructional practice.
5. Approved Standardized DE Ticket Notes for Hybrid/Online/POC
   a. https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/distance-education-standardized-ticket-notes
6. New Online Course Definition:
   - **Proctored Online Courses (POC):** Assignments and examinations in a Proctored Online Course will be submitted in an asynchronous manner, but you will be required to take tests at a proctoring facility. Your instructor will provide proctoring accommodations at GCC. Off-site proctoring services could be available at the discretion of the instructor.