

# CoDE Minutes

Tuesday, Oct. 22, 2019

12:20-1:30pm

SV105 (FIC Conference Room)

**Members Present:** Alexa Schumacher (Chair), Rachel Ridgway (PSD), Dave Martin (TAD), Amy Oliver (VPAD), Adina Lerner (LIBD), Jon Gold (KIND - Proxy for Barbara Erfurt), Rosemary Kwa (ENGD), Caryn Panec (NCBUSD), Barbara Assadi (NCESL), Mike Eberts (LAD), Judy Redman (HSD), Cindy Pollack (ADJ), Beth Kronbeck (SSD – Proxy for Roger Bowerman), Sandra Romero (MATH), John Aque (STSD - Proxy for Molly Mercer), Brian McDonald (CESL), and Suzy Semerdzhyan (NCESL).

**Members Not Present:** Molly Mercer (STSD) and Ken Taira (BUSD).

**Resources:** Francien Rohrbacher (C&I), Zohara Kaye (Guild), Caroline Hallam (OER/LIBD), Eric Hanson (Dean), Julie Gamberg (DEFDC), Carmen Houhannisyan (ASGCC), Jocelyn Perez (ASGCC), Cecilia Nicolas Javier (KIND), Samantha Garagliano (LAD), Piper Rooney (Senate), Jonathan Holt (BIOD), and Jennifer Villarreal (Counseling – Proxy for Johanna Quintanilla).

**I. Call to Order at 12:26pm**

**II. Comments from the audience on agenda items only – None**

**III. Approval of Minutes – Sept. 24, 2019**

- a. *Approval with change of Semerdzhyan as a voting member, not as a resource.*
- b. *(MTA: Pollack/Kwa) – Approved Unanimously*

**IV. Coordinator's Report**

- **@ONE DE Certification: New 2020 Dates Now Posted for 2020!**
  - Register: <https://tinyurl.com/DE-Certification>
- **“GCC Canvas Sample Course Shell” - On Canvas Commons!**
  - Website: <https://tinyurl.com/DE-Fac-Center>
- **GCC DE Resource Shell: Self-Enroll:** <https://gcc.instructure.com/enroll/YEARDN>
  - Announcements/Reminders will come from Shell/Reduces Emails
  - *Committee on Canvas Tools is now within the DE Resource Shell!*
  - *Not Getting Announcements? Turn them on under Settings>Notifications*
- **Now Available from CVC-OEI!** Communities of Practice (CoP) for all CCC employees interested in *developing and delivering* fully online courses that satisfy general education transfer requirements for **oral comm, science labs, and math.**
  - Email **Logan Murray** at [lmurray@cvc.edu](mailto:lmurray@cvc.edu) to be added to these CoP Shells!

- **Cranium Café (online counseling) and Languages Other than English**
  - Out of compliance with Edu. Code and CA State Academic Senate (p. 2)
- **Proctorio Pilot is Underway!**
  - Check the DE Faculty Resource Shell Announcement for details on this tool.
  - Contact Alexa (de@glendale.edu) to add Proctorio to your Canvas course.
- **Change Default Language in Canvas as a Student**
  - <https://community.canvaslms.com/docs/DOC-10630-4212710343>
  - If the Teacher overrides the language, (ESL), a student cannot change it.
- **Switching from Zoom Basic to ConferZoom (inside Canvas)**
  - **Confer Tech Support**, 1-760-744-1150 x1554, [support@ccctechconnect.org](mailto:support@ccctechconnect.org)
- **New Student Orientation produced by Canvas on Canvas Commons**
  - Self-Paced Course: Passport to Canvas: Quick Start Guide for Students
- **Now Available from Ally – “Accessibility report” for each Canvas Course**
  - Link is above Settings in your course (left-hand side)
- **Now Available as an Alternative Format for students in Canvas!**
  - BeeLine Reader makes it easier to read on-screen text.
- **Approved DE Addenda List Now Available for CoDE and C&I Reps**
  - <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-policies-procedures>
  - DE Policies and Procedures>Approved Distance Education Addenda List
- **Integrating Library Resources into DE Classes (Zohara Kaye)**
  - Find on Commons “Information Competency”
  - Includes OER Textbook Chapters/Using Sources/Multimedia
  - Zo can create separate enrollment for classes; conceptualized class assignments; online library workshops: email Zo at [zkaye@glendale.edu](mailto:zkaye@glendale.edu)

**V. Guided Pathways Update from Rachel Ridgway - None**

**VI. Julie Gamberg – DE Faculty Development Coordinator**

- *Can\*Innovate on Friday, Oct. 25<sup>th</sup> in the FIC (SV105); 9am-1pm*
- *Review online and live DE Workshops at [glendale.edu/gader](http://glendale.edu/gader)*

**VII. OEI Steering Committee Update from Eric Hanson**

- *In Phase 1 of the Finish Faster Online Set-Up*
- *Working on 12 OEI Design Academy approved courses*
- *OEI Approved Courses: 2 Approved; 3 In Review; 6 in 2020*

**VIII. Call for additional items (for future agendas) - None**

**IX. Approval of Agenda**

*(MTA: Pollack/McDonald) – Approved Unanimously*

**X. High Priority Items****1. Approval of DE Addenda Reviews**

1. **ART 132** (Rebecca Hillquist – VPAD – COR: 1/8/17)
2. **ART 134** (Rebecca Hillquist – VPAD – COR: 1/4/16)
3. **ART 199** (Emily Haraldson – VPAD – COR: 4/1/17)
4. **CHEM 110** (Alex Gilewski – PSD – COR 9/25/19)
5. **ACCT 170** (Araik Eric Margaryan – BUSD – COR 9/19/18)
6. **ACCT 220** (Araik Eric Margaryan – BUSD – COR 9/19/18)
7. **ACCT 225** (Araik Eric Margaryan – BUSD – COR 9/19/18)
  - *(MTA: McDonald/Eberts) – Approved Unanimously*

**XI. Old Business – None****XII. New Business****1. SWOT Analysis Activity and Discussion**

- a. S = Strengths
- b. W = Weaknesses
- c. O = Opportunities
- d. T = Threats
  - i. **Summarization of discussion/ideas will be presented on November 26, 2019, our last CoDE Meeting in 2019!**

**X. Adjournment at 1:23pm**

**Fall 2020 CoDE Meetings: September 24, October 22 and November 26**

**WELCOME BACK TO CODE AND THE FALL 2019 TERM!**

DE Coordinator: Alexa Schumacher: [de@glendale.edu](mailto:de@glendale.edu)  
 DE Faculty Development Coordinator: Julie Gamberg: [defdc@glendale.edu](mailto:defdc@glendale.edu)  
 Assistant Support Instructional Specialist: Daniele Ingrao: [dingrao@glendal.edu](mailto:dingrao@glendal.edu)

Per Academic Senate for California Community Colleges, Resolution Number: 09.03, Courses and services officially taught or communicated in language other than English was found: NOT FEASIBLE. The System Office considers such a practice, OUT OF COMPLIANCE, with Education Code. Therefore, the objective is not feasible and should be removed, if at all in place.

### Article 3. Language of Instruction/Services

- a) English shall be the basic language of instruction and services provided in all schools.
- b) The governing board of a school district, or community college district, and any private school may determine when and under what circumstances instruction and services may be given bilingually.
- c) It is the policy of the state to ensure the mastery of English by all pupils in the schools, provided that bilingual instruction may be offered in those situations when such instruction is educationally advantageous to the pupils. Bilingual instruction is authorized to the extent that it does not interfere with the systematic, sequential, and regular instruction of all pupils in the English language.

(Amended by Stats. 2018, Ch. 865, Sec. 1. (AB2319) Effective January 1, 2019)

# Don't Forget to Tell your Division...!

(Reminders from CoDE: Oct. 22, 2019)

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## HAVE A WONDERFUL FALL TERM!

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