



**ACADEMIC SENATE**  
for California Community Colleges  
LEADERSHIP • EMPOWERMENT • VOICE

**ASCCC Online Education Committee**  
**Monday, October 4, 2021**  
**MINUTES**

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**I. Members Roll Call:**

Karen Chow—Chair	Christopher Cardona	Kandace Knudson
Stephanie Curry—2 <sup>nd</sup> Chair	<del>Steven Han</del>	Malinni Roeun
Daniel Scott		

**II. Call to Order and Agenda Adoption**

The meeting was called to order at 12:35pm. The agenda was approved by consensus

**III. Minutes Volunteer:**

Stephanie will take the minutes

**IV. Shout Outs, Affirmations, and Lean-in**

Members were encouraged to share how they are doing this semester.

**V. Fall Monthly Meetings** (may schedule additional as needed, for instance if needed to finish articles/papers before deadline), **all via Zoom:**

The committee was reminded of upcoming Fall Meetings in November and December.

November 1, 2021 12:30-2:30

December 6, 2021 12:30-2:30

**VI. Current 2021-22 Online Education Committee documents/files are online in two places** (already reviewed at 8/30/2021 meeting; keeping it on agenda here for reference only):

Resources were shared with the committee

- [Google Shared Folder](https://drive.google.com/drive/folders/1YjAFI59r2tZE2FEk0-G-GNLS0EcRlsd?usp=sharing)  
(<https://drive.google.com/drive/folders/1YjAFI59r2tZE2FEk0-G-GNLS0EcRlsd?usp=sharing>)
- [ASCCC Online Education Committee website:](https://asccc.org/directory/online-education-committee)  
<https://asccc.org/directory/online-education-committee>

VII. **Committee Goals and Priorities** (already reviewed at 8/30/2021 meeting; keeping it on agenda here for reference only)

- A. Review [last year's committee recommendations](#) (links to a [Googledoc](#) in our [Committee's Google Drive folder](#))
- B. Review [resolutions assigned](#) (click on "Resolutions" tab on bottom of the site)
- C. For Your Information about the larger picture of ASCCC goals: [ASCCC Strategic Plan](#)
- D. Develop committee work plan

VIII. **Plenary Fall 2021** (Presenters have reduced cost registration fees--\$150)

Committee members were encouraged to register for the Plenary. Karen asked for members who will be attending the Plenary in person to assist with a presentation, "Best Practices For Online Teaching". Dan, Malinni, Christopher have volunteered to co-present.

Online Education Committee submitted a [Resolution](#) from to the Resolutions Committee. THANK YOU to Stephanie, Kandace, and Karen for drafting and editing the final resolution! Area meetings will get a chance to give further input Oct. 15 & 16, and then changes can be proposed before/during Plenary, before being debated and voted on at Plenary on Saturday Nov. 6.

Additional resolutions can be brought to Area meetings, but they would not be from our committee as the resolution contact/author.

IX. **Rostrum Articles 2021-22:**

Two articles were submitted on behalf of the committee

["How Student Engagement Can Mitigate Enrollment Fraud"](#) by Karen Chow & Stephanie Curry

["What is Hyflex, and Why Do I Keep Hearing About It?"](#) by Erin Heasley  
Instructional Designer- Reedley College

Committee members were encouraged to brainstorm potential rostrum articles for spring

- **January 3, 2022** for final publication to the field February 7, 2022
- **February 25, 2022** for final publication to the field April 6, 2022

Possible ideas for January Rostrum

- o Teamwork: the partnership of the Instructional Designers and Distance Education Coordinators
- o Academic Integrity, Equity and Online Education

## **X. Papers Brainstorming**

Online Paper Outline and Assignment of areas for the *Ensuring an Effective Online Program: A Faculty Perspective* paper

Introduction. (Karen)

Effective Practices for Offering Online Courses. (Dan)

- The Role of the Academic Senate and Other Governance Groups in Online Education. (Stephanie Curry)
- The Role of the Curriculum Committee. (Stephanie Curry)
- The Role of the Distance or Online Education Committee (Christopher)
- The Role of the Professional Development Committee. (Malinni)
- Potential Roles of Other College Committees. (Karen)
- Consultation with Collective Bargaining Groups. (Karen)
- The Role of Student Support Services (Stephanie)
- Authentication of Students. (Kandace)

Andragogical and Instructional Challenges in Online Education (Stephanie)

- Regular and Effective Contact/Regular Substantive Interaction. (Kandace)
- Laboratory Courses in Online Education (Karen/Robert)
- Design and Evaluation of Online Course Content (Stephanie)
- Evaluation of Online Instruction. (Stephanie)
- Professional Development. (Malinni)
- Accessibility (Kandace)

Equity and Diversity in Online Courses. (Dan)

Conclusion. (Karen)

Recommendations (Karen)

Additional Notes on *Effective* Paper Brainstorming

- Recommend to Add DE Guidelines languages in this paper (Kandace)

- Add info on Non-Credit and CBE
- Committee is open to moving, adding and subtracting topics
- Need to update with what we learned in the past two years.

Committee planning at in-person work meeting on papers in January 2021

NEW White Paper “*Accessibility of Educational Materials*”

The committee reviewed the proposed [Outline](#) for this Paper

- Need to add in new Title 5 language
- Add language on publisher materials and OER
- Add section on CCCCO Guidelines and State Regulations
- Kandace shared a report on 2017 Audit on Accessibility in CCCs
- Add differences in 504 and 508 regulations (in-person and online)
- reference Guided Pathways in relation to student success
- Digital Equity and Accessibly
- Accessibility Planning and Implementation (faculty role)
- Course reviews/Accessibility Checks/ Accessibility Experts
- Rubrics
- Websites
- Accessibility in Zoom

Stephanie will update outline. Committee will review outline at next meeting. Goal is to have Exec review in December 2021.

## **XI. Announcements**

A. Check for upcoming events at [here](#)

- Academic Academy (October 7-8)
- Area Meetings (October 15 & 16)
- Plenary (November 4-6)

### **B. Application for Statewide Service**

A. Amazon Smile ([smile.amazon.com](https://smile.amazon.com))—select Foundation of the Academic Senate for California Community Colleges

## **XIII. Adjournment**

The committee adjourned at 2:17pm

**In Progress:**

- Fall 2021 Plenary Session “Best Practices For Online Teaching” co-presenters: Karen Chow, LaTonya Parker & Christopher Cardona, Malinni Roeun, Dan Scott from Online Education Committee
  - Review & edits of new Whitepaper “*Accessibility of Educational Materials*” drafted outline
- Review & edits of Updated Whitepaper draft list of things to update the *Ensuring an Effective Online Program: A Faculty Perspective*. Karen looking into planning in-person working meeting in January 2022
- Determining further Online Education Committee Goals and Projects this year

### **Completed Tasks:**

- Executive Committee approval of update to committee charge
  - Two Rostrum Articles submitted for consideration for publication:
    - “[How Student Engagement Can Mitigate Enrollment Fraud](#)” by Karen Chow & Stephanie Curry
    - “[What is Hyflex, and Why Do I Keep Hearing About It?](#)” by Erin Heasley  
Instructional Designer- Reedley College
- Resolution on HyFlex submitted to Resolutions Committee for F21 Plenary and Area Meetings