Online Education Committee
Agenda
April 14, 2021
In Zoom
1:00 p.m. - 3:00 p.m.

I. Welcome!

II. Minutes Approval:
   1. Link to March 10, 2021 Draft Minutes

III. Old Business: Review of Action Items from Previous Meeting
   1. Mike will attend the April Senate meeting and report back Guidelines for Webcams. (Waiver form copied below)
   2. Mike and Ashli will work on adding Zoom Cloud information to MediaShare workflow and report back.
   3. Mike will reconvene the ad-hoc committee on Course Modalities (includes Hyflex) and forward a recommendation to Chad at Academic Senate.
   4. Patrick will update on Canvas Name Change request process.
   5. Ashli will add announcement about updating Zoom
   7. Mike will check with the Spanish department and turn on Canvas Immersive Reader if approved.
   8. Mike will follow up about Pronto, pending Patrick checking on using current funds to pay for longer-term contracts.

IV. New Business
   1. Fall meeting times
   2. Ashli: CCMS Canvas Improvements

V. Reports
   1. Dean’s Report (Patrick)
   2. DE Coordinator Report (Mike)
3. Help Desk (Cheryl)
4. Instructional Designer Report (Ashli)
5. District IT Update (Josh Hash or Joe Macklin)
6. Campus Technology Committee (Joshua & Mike)
7. Disability Services (Claudia)
8. ASMJC Report (Amy)
9. College Council (Patrick and Mike)
10. OER/ZTC Report (Shirley)
11. Division Concerns
   i. Agriculture and Environmental Sciences
   ii. Allied Health, Family & Consumer Sciences (Amy)
   iii. Arts, Humanities, and Communications (Ryan)
   iv. BBSS (Kurt, Linda, Steve)
   v. Student Services / Counseling (Mary)
   vi. LLA & Library (Theresa, Iris)
   vii. PRHE (Paul)
   viii. SME (Laura, Tina)
   ix. Technical Education (Adrian)

VI. Three Take-A-Ways from This Meeting
   1. ...
   2. ...
   3. ...

VII. Next Meeting Date & Adjournment
Sample Script for Waiver Release Survey

It is recommended that you create a survey in Canvas that students must take and complete that has the same waiver information as the document on this page. Feel free to copy and paste in an ungraded or graded survey using TRUE/FALSE for your students.

Please read this waiver and choose TRUE OR FALSE.
The recorded videos and class presentations in this course are not intended for public viewing but there may be circumstances in which people outside this course will be able to watch them (e.g. someone watching over the shoulder of a student viewing a recording, a student’s improperly sharing links etc). I hereby authorize Modesto Junior College and those acting pursuant to its authority a nonexclusive grant to:
(a) Record my likeness and voice on video, audio, photographic, digital, electronic, online formats, or on any and all other media.
(b) Use my name in connection with these recordings if deemed appropriate
(c) Use, reproduce, publish, republish, exhibit, edit, modify, or distribute, in whole or in part, these recordings in all media without compensation for any purpose that Modesto Junior College, and those acting pursuant to its authority, deem appropriate for classroom learning. These recordings may appear in a variety of formats and media now available to Modesto Junior College and that may be available in the future (e.g. videos, DVD, Internet, mobile, digital).
I hereby release Modesto Junior College and those acting pursuant to its authority from liability, claims, and demands for any violation of any personal or proprietary right I may have in connection with such use, including any and all claims for libel, defamation and/or invasion of privacy. I understand that all such recordings, in whatever medium, shall remain the property of Modesto Junior College.
I have read and fully understand the terms of this release.
Choose TRUE, if you understand and agree with the contents of the waiver; choose FALSE if you disagree with this waiver.

Suggested changes to Guidelines for Webcams

Synchronous Zoom Courses
For reasons outlined by the CCCCO, “Cameras should be presumptively optional for live synchronous online classes” (7). Faculty may encourage webcam video enabled "on" for synchronous courses, when appropriate for educational needs. However, requiring webcam video enabled "on" for synchronous courses should generally be avoided.

Webcams
• Share with students the benefits of using the webcam: community, participation, accountability, etc.
• Share with students how to use virtual background technology for webcams and phones, and how to use college resources for any needed technical support.
• Encourage alternatives to webcams such as a photo or image.

Recordings & Waivers
• If recordings of synchronous classes will be made, shared only with students in the current course, no waiver forms are required.
• If recordings of synchronous classes will be shared beyond the course itself (such as with other or future classes), avoid recording students.
  • Adjust settings so that students are not recorded.
  • During Q & A portions, pause the recording so students are not recorded.
  • Assure students that recordings will not be shared outside of the current course.

If you plan to record students and share the recordings beyond the course itself (such as with other or future classes as examples of performances or other activities) videos of students are a required part of the course, such as for performances or other activities, such videos are covered by FERPA. Waivers should be obtained.