

## 4.9.20 ASLT Division Meeting Notes

### Deans Announcements

1. Changes to policies from CCCCO
2. Updates to shelter in place now extends thru May 3rd
3. Updating forms to adobe sign - MC forms, others?

### Check in from Around the Division

#### ACCEL

Janet: ESL 921 class starting 4/13, many stu's not using email, she's using google voice, zoom is difficult for many of them, proactive reg prep, how will stu's be billed for registration?, what are drop policies and can we ensure they don't get dropped?

#### ACES

Student support staff videos are helping bridge the gap to connect students to actual people (one of the key practices highlighted in the online equity webinar from this morning). These will be up on the ACES site for now, possibly other student services sites soon.

#### Distance Ed

DE coordinator Nick DeMello is helping get the word out to faculty about new learning tech platforms available to faculty, such as [Labster](#) and Proctorio (see [Add Proctoring to Your Online Assessments with Proctorio page](#))

#### Div. Office

Jacky continues to keep us on track with schedule planning and budget and payroll processing in addition to all the other inquiries and assistance requested.

#### Learning Center

Online tutoring - up and running via zoom and picking up in traffic as students become aware, expecting more traffic as we near finals and end of semester. Julian shared the process of using zoom waiting rooms to triage and greet students, then send them on to their actual zoom tutoring room

virtual Open Office hours are 9-6pm and allow students a chance to interact with LC staff and with each other in zoom study rooms. Larger virtual open house event coming up (date TBD).

Melissa M: proactive reg event moved online, reaching out to stu's to prepare. Question asked if the policy of dropping students for non-payment will be changed? David has sent this question to VPSS Perez to discuss at Friday's enrollment services committee meeting and will share response with everyone.

#### Library

Zoom reference, web chats, lots of fac requests for zoom sessions, 3-4 coming up. updating online research guides, updating OneSearch so its easier to use, updating youtube videos on how to use Library

#### Middle College

Yesenia shared that applications are coming in and they will need to collect signed forms from parents (concurrent enrollment form), David is working with ITS to make these forms into signable pdfs so that new applications can be processed remotely.

### Student Tech Support Update

David: For those who attended this morning's CORA webinar "Equity-Minded Student Services in the Online Environment" Digital equity was discussed as a key to our work in this new environment where everything has moved online. They also talked about creating culturally relevant spaces online and how critical that is to help us meet our students' needs. I know we have work to do in this area but I'm proud of the work you all have done already in this area; with the work Candice is doing to get peer mentoring support online, our Learning Center open office hours, etc.

To summarize some of our efforts to date that relate to this need, we've done two rounds of equipment checkout to provide chromebooks, laptops, calculators and hotspots to our students. We know there are more students who need either equipment or access so now we are shifting gears to meet that need in a way that makes sense given where we are in the semester, our remaining equipment inventory, and the availability of purchasing additional equipment.

To that last point - we had planned to purchase a large number of additional wifi hotspots, however the vendors can't meet the orders they are receiving, so we've had to come up with alternatives.

David is meeting regularly with the district operations team and our CTO Daman Grewal to identify the remaining need and how to meet it and we've arrived at several options we think are best given the reality of our situation as I mentioned earlier.

1. Connect students to free or low cost internet access providers (see <https://virtual.smccd.edu/internet-access.html>)
2. Mail C-books to students who need them for this semester. The option of distributing them in RWC has also been discussed but at this point we need to be mindful of the short time remaining in the semester, and that a large number of our students are spread out around the entire Bay Area.
3. Identify a location in our service area to do on-site equipment checkout. We are currently looking at Boys and Girls Club of RWC, RWC public library and a few others.