DE COMMITTEE MINUTES

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
❖ Provide necessary institutional support for curriculum development and maintenance.
❖ Develop processes to facilitate ongoing meaningful assessment of SLOs and integrate assessment of SLOs into college processes.
❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

Meeting Name

Members Present (voting):
Bobby August (STEMPS)
Marsha Vernoga (BSBA)
Chris Lee (Counseling)
Vicky Austin (adjunct faculty, FA)
Kali Davis (Library)

Members Present (non-voting):
Scott Vigallon (co-chair)

Members Absent:
Toby Bielawski (co-chair, ALSS)
Jeremiah Bodnar (additional faculty)
Roanna Bennie (VP, Academic Services)
Janice Cantua (A&R)
Lisa Everett (Dean, STEMPS)
Jon Ramon (ASLPC)

Meeting Guests:
None

Meeting Minutes

1. Call to Order

   a. The meeting began at 10:07 a.m.

2. Approval of October minutes.

   a. Vicky moved, Kali seconded. Minutes approved.

3. Updates

   a. Recording studio. The temporary studio has been set up in room 2411Q. Those who want to do recordings need to get the door key from either Scott or Jeff Sperry.

   b. Accessibility review. Fourteen instructors volunteered to have their courses checked for accessibility issues. These courses cover 27 sections. Jeff has finished reviewing, and fixing, 2 sections so far.

   c. Blackboard upgrade. The committee was reminded that the upgrade is scheduled to begin Jan. 11 at 5 p.m. It is expected to take 12 hours to complete. During this time, Blackboard will be unavailable.

4. Substantive Change Proposal

   a. The proposal was sent to the committee Dec. 9. We will vote on it at our Jan. 22 meeting. It will go to the Curriculum Committee on Jan. 25 as an information item, to the Academic Senate on Jan. 27 for a first reading, to the College Council on Jan. 28 as an information item, to the Senate again Feb. 10 for a vote. Since the proposal needs to be board-approved, it will go to the board on Feb. 16 for a first reading, then to the board on March 15 for approval. The ACCJC needs an electronic copy by March 18 and a hard copy of the proposal and evidence by March 19. The ACCJC will vote on it at its May 3 meeting.

5. OEI update

a. The district's OEI task force has convened and held its first meetings Dec. 7 and 10. Scott, Toby, and Vicky are on the task force. Also representing LPC as Roanna Bennie, Ruth Hanna, Jim Gioia, and adjuncts Candace Brown and Deborah Bauer. The meetings were introductory and merely laid the groundwork for what the task force will do. Membership and goals were reviewed, information about the OEI was given, and the current Blackboard contract was reviewed. After doing its work, the task force will decide that after joining the OEI, whether or not to adopt Canvas and utilize its other software tools and services, then it will decide whether or not to join the course exchange. Vicky said the FA is currently negotiating the impact of the Canvas training on faculty and how "compensable" it will be.

b. The OEI Consortium, which is a group of colleges (currently the 24 pilots), held its first meeting recently. This is the body that will develop the processes and policies necessary for students to take classes across colleges. Only colleges that are members of the consortium will have the opportunity to participate in the course exchange when its pilot becomes available in Fall 2016. Preparation for additional colleges to participate in the consortium could start as early as Spring 2017. A course exchange MOU is supposed to be completed in January, but will be reviewed and revised next year and beyond. According to the OEI, the consortium provides a legal mechanism to allow for many of the reciprocity needs of the Course Exchange. For example, enrolled units may be combined across colleges that are members of a consortium for purposes of determining student financial aid eligibility. Without colleges agreeing to this and many other reciprocity issues, it would be difficult, if not

impossible, for students to seamlessly register for courses across colleges, according to the OEI.

c. The OEI will sign a contract with Portfolium that will allow all CCCs to use Portfolium's e-portfolio tool for free.

d. The pilot colleges will have access to online proctoring services in January using Proctorio. There will also be a statewide network of proctoring sites where students can go to take exams.

e. The pilot colleges will also have access to Turnitin. A negotiated rate for all colleges is in the works.

f. The OEI is piloting SmarterMeasure Assessment with its readiness modules. SmarterMeasure Assessment a program that assesses student readiness for taking online courses. There are built-in reporting tools that allow instructors or system admins to get data on students after they finish the assessment.

g. The OEI will eventually identify other online learning tools and negotiate their purchase on behalf of the state's colleges.

h. Cranium Café has been selected as the OEI's platform for the Online Counselors' Network Project, which will provide virtual counseling support services to online CCC students. Cranium Café will be used to facilitate individual and group synchronous counseling sessions, online workshops, drop-in/walk-in sessions as well as online group presentations. Subsequently, this service will be made available to any of the 113 community colleges interested in having trained online counselors and in using the platform to deliver online counseling for all online students. The launch of the Online Counselors' Network and the use of Cranium Café services is intended for mid-Spring 2016.

i. A new OEI informational website has been developed and is now live at http://ccconlineed.org.

6. Online student services

    a. One of the accreditation recommendations is to provide equal services to students regardless of whether they come to campus or not. If Student Services wants Scott to work with them, he is willing to do so, and he might engage this committee in the discussion. We would most likely be more engaged in services that will help students in DE courses, but there are other online services that can be used for all students such as Reading Comprehension Strategies, Developing A Strong Thesis Statement, and Time Management. Scott showed the Innovative Educators site that Foothill College uses and mentioned that President Russell asked him and VP Diana Rodriguez to look into one of Innovative Educators' services called StudentLingo.

        If the district joins the OEI, many services for DE students will be provided.

7. 2015-16 goals

    a. Regarding the goal, Require mandatory training for faculty prior to teaching an online course, the committee was asked if we should heed the FA's recommendation to changing the goal to: Strongly recommend training for faculty prior to teaching an online course. Vicky asked for, and was granted, a tabling of this item since the FA is currently discussing the issue of Chabot's COOL Committee reviewing courses for quality, which is allowable under faculty contract provision 10D1h. Vicky was asked if voluntary reviews were permissible and said she would broach this as part of the FA's discussions.

    b. Regarding the goal, Increase participation in the student survey for course evaluations, it was reported that four classes (Health 1 DE2, PSCN 13 DE1, NUTR1 DE1, and KIN PF HD2) used the Enterprise Survey tool in Blackboard for the student surveys. 124 students were enrolled in these four classes at the time of the

survey, and 54 completed the survey (44%). As a comparison, six classes used Class Web for the survey, and out of 162 students in those classes, 18 students (11%) completed the survey. Scott noted that some poor Blackboard instructions led to a couple of instructors able to see results, but that got fixed. The committee was asked where it wants to go with the surveys and decided it wants to use Blackboard in the future. Vicky said the FA is fine with this. It was not known if Canvas has a similar tool to Blackboard's Enterprise Survey tool.

8. Enrollment growth and DE

   a. On Dec. 2, there were post-town meeting breakout sessions to develop strategies to increase enrollment at the college. DE was identified as one way to increase enrollment. A group discussed strategies and came up with the following priorities:

      i. Provide online learning/student support services. Need equitable support for online students. Student services needs to take action here.

      ii. Increase retention in the online courses we have. Market support services to students, intervene pro-actively/early with "at risk" online students to increase utilization of needed services.

      iii. Set targets for professional development for online teaching. Incentive faculty (stipends) to participate in training AND incorporate effective practices into their courses.

      iv. Consider Short Term courses (8 week courses). Students drop long duration/term courses because life gets in the way.

v.   Ensure quality offerings of online courses, including training of faculty, and retraining/tiered training system.

9.   DE Student Satisfaction survey results

a.   The committee discussed the results, which are posted on the committee's web page. The committee was asked if any action needs to be taken based on the results and if the survey needs to be updated. No action needs to be taken right now, but the committee will consider updating the questions at a future meeting. One possibility is to add a question about students' satisfaction with publisher-provided materials. The committee will also consider updating the DE outcomes at a future meeting.

10. DE Scholarship Award

a.   No word from Jon, the student rep, about whether or not the ASLPC will fund this award again. Scott Miner will be approached to find this out. A timeline for nominations will also be sought.

11. Library DE issues

a.   Kali reported the following:

i.   When there are no librarians available to answer student questions via online chat, students are provided FAQs and/or the option to send an email to a librarian. The Online Computer Library Center consortium offers 24/7 chat service to students across the nation and is a possible option for students if LPC opts in. However, there is a cost, though LPC would get a discount if it provides nationwide service for 4 hours a week. The OCLC librarians would not have access to LPC's databases, but they could point students in the right directions.

ii. The library's new web site will launch Jan. 8, and thus far, over 100 student survey responses were collected, most

of which were positive. The home page link will not change, nor will the links to the databases. However, for the second-level pages, many of their links have already changed, and others will be changed in the future. Online instructors should double-check links within their courses after Jan. 8.

iii. Librarians are have a hard time helping students with links to videos in their classes that don't work. Unless instructors add specific information about the videos, such as the title, librarians will have a hard time finding the videos online.

iv. TLC staff is working with the library to ensure that links to videos using Films on Demand work. This should be resolved in time for the start of the Spring 2016 semester.

12. Other issues: None broached.

13. Next meeting: Jan. 22, 10 a.m.-noon