



DE COMMITTEE MINUTES

Oct. 27, 2017 / 10 a.m. / Room 2410 and ConferZoom

Meeting 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.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

Distance Education Committee

Members Present (voting):

Bill Komanetsky (CATSS)

Vicky Austin (FA)

Bobby August (MSEPS)

Paul Sapsford (BHAWK)

Maureen O'Herin (A&H)

Kali Davis (Library)

Teri Donat (adjunct faculty)

Members Present (non-voting):

Christina Lee (Counseling, co-chair)

Scott Vigallon (co-chair)

Members Absent:

Amir Law (Dean)

Jeff Lawes (A&R)

Garrett Culbertson (ASLPC)

Meeting Guests:

Greg Johns (Computer Center)

1. Call to Order
 - a. The meeting began at 10:05 a.m.
2. Approval of August and September minutes
 - a. Vicky moved to approve both sets of minutes, Kali seconded, Maureen abstained for the August minutes. Minutes approved.
3. Next meeting date.
 - a. Since our next two meetings fall during Thanksgiving and Winter recesses, the committee decided to next meet on Dec. 8.
4. Updates
 - a. According to Tina Inzerilla of the Academic Senate, the minor modifications that our committee was supposed to make to the Student Code of Conduct are now not necessary because VP of Student Services William Garcia wants the entire code rewritten.
 - b. The state chancellor's office is hosting a two-hour online conference from 10-noon Jan. 24 called Training for Maintaining a Quality DE Program. If you are interested in participating, email Erin Larson at elarson@cccco.edu.
5. Accreditation
 - a. On Oct. 11, Chris Lee and Scott presented the committee's recommendation about the OEI Course Design Rubric to the Academic Senate. The Senate was receptive and tasked Chris, Scott, and Melissa Korber to draft a resolution that can be voted upon.
 - b. The student and faculty DE satisfaction surveys were updated with the committee's changes. The student survey will be launched Nov. 1. The committee decided to launch the faculty survey on Dec. 4. Prior to the meeting, Jeff Lawes reported that

the bookstore has donated a \$50 gift card that we can use as an incentive for faculty to complete the survey.

6. Transition to Canvas

- a. The committee was asked to help figure out how Canvas student support should be handled once the 24x7 contract with Canvas expires in June. Options presented were: 1) Share a global admin account among the 803 employees, 2) Share a limited admin account, and 3) Add a fake student into every course. Each option has its pros and cons. A chart was shared with the committee, and Greg Johns, who runs the LPC support desk, joined the discussion. The result of the discussion was that Greg would be given the limited admin role, and remote support to students would be given via screen sharing.
- b. At the September meeting, the committee wanted two statements regarding Canvas usage written and sent to members via email. After discussion, those statements were finalized as:
 - i. Beginning Summer 2018, all online and hybrid courses must use Canvas, which can also be used as a gateway to other technologies.
 - ii. Beginning Summer 2018, all face-to-face courses that use a course management system as an online supplement to instruction must use Canvas, which can also be used as a gateway to other technologies.
 - iii. The committee discussed these statements and voted unanimously (Maureen moved, Kali seconded) to adopt them, then send them on the divisions for further discussion.

- c. Attendance at the DE Flex Day workshops: Canvas drop-in 12, Canvas Intro 36, Canvas Advanced 39, OEI rubric/model course 5, Web accessibility 6.
- d. Eight courses on behalf of two instructors were submitted to Canvas for white-glove service.
- e. Scott was given Canvas-written javascript code that apparently allows an icon for Follett to be placed in the global navigation menu, visible only to instructors. That code has been passed along to District ITS for testing.
- f. CTO Jeannine Methe was asked via email what happens to the money that paid for Blackboard after the transition period. She indicated that she does not know and that she will bring this up with the chancellor and vice chancellors.
- g. District ITS is planning to implement single signon for Canvas beginning in Summer 2018. This is a statewide initiative to link state services under one login. This would replace our current Canvas login screen with a proxy login screen. One implication is that when students call Canvas support, Canvas will not be able to reset their passwords. Canvas will only be able to guide students to a place to reset their own passwords. If students need further help, they would have to contact LPC support. Also, the current Canvas support number will only be available to students soon. A new Canvas support number only for faculty will be coming shortly.
- h. On Oct. 9, Scott presented the latest in eLumen-Canvas integration to the SLO Committee. After roughly a year of working with eLumen to get the integration to work, Scott finally got it to work. However, the next week, Canvas and eLumen presented a webinar that focused on the next version of the

integration, which is to be unveiled in January and is vastly different than the original. Instead of the prospect of training faculty twice, the SLO Committee decided to wait until the new version is ready, test it during Spring, then hopefully, launch it after that. This coincides with the timeline of the transition to Canvas from Blackboard.

- i. Canvas will create an early alert system called Nudge, which allows instructors to set up rules that will determine which students are falling behind, scored unsatisfactorily on a quiz, etc. Instructors can then contact the students to offer any help or support. According to Canvas, it is only in the research phase right now, and it will be a while before Nudge will be implemented.
- j. A question arose on the DE coordinators' listserv about Canvas apps and how colleges ensure their accessibility. The OEI has stated that it plans to test all of the apps for accessibility. Within Canvas, there are global apps, such as those for major textbook publishers, that all classes have access to. There are also many other apps that instructors can simply add to their classes.
- k. Coming soon in Canvas is an accessibility checker within the Rich Content Editor. The checker verifies accessibility and notifies the user of what needs to be fixed. It also has a button to apply a fix.

7. Online student services

- a. Chris showed the updated Counseling site, which now integrates Cranium Café and email counseling. She reported that the current Cranium Café license expires at the end of February, and it is possible after that for it to become available only to DSPS students, while everyone else might use ConferZoom. No decisions have been made.

- b. The issue of merging sections and FERPA was brought to the district TCC meeting Oct. 13 and discussed. CTO Jeannine Methe said she would put together a meeting with the LPC and Chabot VPs of Student Services to find a resolution.
- c. For the second time, we had a student use more NetTutor minutes than expected. This student used 712 minutes before being cut off by NetTutor. For the fall semester, we instituted a 6-hour limit, but the student could get an additional 6 hours by requesting it from our Computer Center. This particular student complained about getting cut off. Pauline Trummel was alerted, and she followed up with Student Services, which pays for the NetTutor license. This particular student was given extra time and told to contact Pauline for assistance. It was suggested that a meeting be set up with the key Student Services people to make sure everyone understands the parameters and processes surrounding NetTutor. Maureen suggested that the pedagogical aspects of online tutoring also be discussed.

8. OEI updates

- a. The Academic Affairs Workgroup of the OEI is currently investigating various service providers to be able to have students anonymously submit course surveys in Canvas. This might help get more student participation during the official evaluation of instruction period for first-time online instructors.
- b. Information soliciting participation in the OEI Course Exchange is still supposed to be sent to colleges this semester. Because the release date for Course Exchange 2.0 was pushed back by a month, the OEI Executive Director said on Oct. 13 that the OEI is finalizing the process and information packets, and it hopes to get the information out soon.

- c. The CCCs are creating a Proctoring Network that will allow online students to have an exam proctored at a college other than the one in which they are enrolled online. Currently, 19 colleges are part of the network, but it is hoped that additional colleges will join beginning in late Spring 2018. The OEI will furnish each participating college with two Chromebooks.
- d. To support colleges and districts with obtaining answers on accessibility issues related to web and IT topics, the state chancellor's office has launched the [Accessibility Center Help Desk](#). According to the TechEdge newsletter, the Accessibility Center Help Desk offers all CCC employees, including faculty, staff and administrators, the opportunity to ask questions and review answers regarding web accessibility.
 - i. The committee discussed the plight of adjunct instructors and web accessibility and decided to ask all DE instructors if they want to voluntarily allow Instructional Technology Specialist Wanda Butterly to evaluate their courses for accessibility. Priority would go to adjuncts. After evaluating a course, Wanda can send a report to the instructor and suggest that the instructor meet with her for training to correct issues. The instructor can also come to a TLC workshop or simply use the Web Accessibility Course in Canvas to learn how to correct issues.
- e. AB637 was signed into law. It enables "teaching" colleges in the OEI Consortium to accept the residential determination of "home" colleges. This allows students in the course exchange to register for courses faster because it breaks down statutory barriers between colleges.

- f. The OEI recently published a web page on Open Educational Resources called [OER Tools and Resources](#).

9. Goals for 2017-18.

- a. Update Regular Effective Contact Guidelines

- i. The statewide Distance Education and Educational Technology Advisory Committee (DEETAC) has been meeting the past few months and is looking into possibly changing the definition of regular effective contact.
- ii. Bobby recommended that because all DE and hybrid courses must show evidence of regular effective contact online, instructors should be reminded to use the Canvas Inbox for all email correspondences with students. The Canvas Inbox will automatically save the emails. Emails sent from Outlook will be archived, but they will not be in a central location.

10. Other issues: None broached.

11. Adjournment: The meeting was adjourned at 11:45 a.m.

12. Next meeting: Dec. 8, 10 a.m.-noon.