Distance Education Committee

Members Present (voting):
Bobby August (MSEPS)
Marsha Vernoga (BHAWK)
Chris Lee (Counseling)
Bill Komanetsky (CATSS)
Kali Davis (Library)
Vicky Austin (FA)
Teri Donat (adjunct faculty)

Members Present (non-voting):
Scott Vigallon (co-chair)
Toby Bielawski (co-chair, A&H)

Members Absent:
Roanna Bennie (VP, Academic Services)
Janice Cantua (A&R)

Meeting Guests:
Jeannine Methe (CTO)

Meeting Minutes

1. Call to Order
   a. The meeting began at 10:02 a.m.

2. Committee membership, charge. The committee welcomed new members Bill Komantesky, representing the CATSS division, and Teri Donat, representing adjunct faculty. We are still missing an additional faculty member from the A&H division and a student rep. The committee reviewed the charge and membership and agreed to keep things the way they are.

3. Approval of April minutes
   a. Vicky moved, Chris seconded. Minutes approved.

4. Updates
   a. Substantive Change. On May 20, 2016, the Accrediting Commission for Community and Junior Colleges approved LPC's request to offer additional degrees and certificates online. The approval letter is posted on the committee web site.

   b. DE board report. The annual report has been submitted for board approval. It is posted on the committee web site.

   c. State Authorization. On July 25, the U.S. Department of Education released its proposed new regulations on State Authorization for Distance Ed. Like the old regulations, the proposed ones say that if a state has regulations in place concerning how colleges become authorized to operate in it -- and most do -- colleges have to comply with them; if not, they don't have to. Among other things, the proposed regulations highlighted provisions that require colleges to document how they handle student complaints and inform students about any negative changes to their DE accreditation status. The U.S. Department of Education will accept public comment on the rule

until Aug. 24. If the department issues the final rule before the end of the year, it will go into effect July 1, 2017. Scott proposed that when the guidelines are finalized, the committee votes to recommend that students residing outside of California not be able to register for online courses. Since Fall 2011, LPC has had 6 students complete online classes and none since Spring 2015. Regardless of the final guidelines, LPC would still have to track all students from outside of California and keep up with changes in laws in all states.

5. Transition to Canvas

    a. In May, the Academic Senate voted to approve the move from Blackboard to Canvas. President Barry Russell agreed with the recommendation, and an LPC contract with Canvas was signed in July.

    b. District CTO Jeannine Methe updated the committee on the transition to Canvas. ITS is working with Canvas to build the Banner interface and to integrate our systems with Canvas. This includes a single-signon mechanism that will allow users to enter Canvas and any of the OEI tools we end up using with only one login. Chabot will continue to use our Canvas site, but all of its test courses have been moved to a sub-account. Canvas is supposed to be operational for LPC by the end of September...Canvas will conduct on-site training for 20 faculty users Oct. 13-14. The time frame was selected after consultation with Academic Services, which wanted training to commence after the deadline for Program Review submissions Oct. 10. VP Roanna Bennie will consult with the Academic Senate to determine the makeup of that first group of 20. Training can be customized, and Canvas has blocked off the entire two days for

it. Nov. 3-4 have been tentatively booked with Canvas to come on site for additional training if needed. Those dates can be moved back if needed. LPC must offer at least one course in Canvas beginning Spring 2017. VP Bennie will coordinate with faculty to determine who will be offering the first courses. Not all of those undergoing the training have to offer their courses in Spring, but can do so later.

c. Canvas also offers training via webinars. Lynda.com offers Canvas training, as does @ONE. @ONE's list of facilitated trainings and self-paced courses are located at http://www.onefortraining.org/online-courses. @ONE provides Canvas Faculty Support Calls, which are open forums where faculty can come and speak with an Instructional Designer from @ONE and ask questions about setting up and facilitating courses in Canvas. The district has a subscription to Lynda.com for all employees and instructions are provided at the following link:

http://www.clpccd.org/tech/documents/Instruction_lynda.com.pdf.

d. Jeannine said Canvas will use its migration tool to do the bulk of course migration from Blackboard to Canvas. As for the cleanup work after that, Canvas can do it if the instructor wants Canvas to do it, or the instructors can do it themselves. Faculty can also do the migration and cleanup themselves. They can also re-create their courses from scratch if that is their desire. Committee members said faculty should be encouraged to "refresh" their courses in order to improve them, if necessary. Jeannine said the district will continue to supplement training and migration as necessary.

e. As Chancellor Jackson said in her email June 26, regarding the Canvas platform for the delivery of distance education, the district will support Blackboard through the 2017-18 academic year up to June 30, 2018. Therefore, LPC will be migrating courses from Blackboard to Canvas through Spring 2018 and LPC will be using Canvas exclusively beginning in Summer 2018.

6. Transition to the OEI

a. OEI news. OEI director Pat James reported that the cost of the Canvas license will be covered by OEI through the 2020-21 academic year. There is a budget change proposal being prepared by the state chancellor's office that seeks ongoing funding for the OEI. The OEI recently received an extra $20 million, and Pat said some of that is going towards course reviews for the exchange, including web accessibility and also towards the cross-registration mechanism being created. If anyone is interested in reviewing, and fixing, courses for web accessibility, contact Pat. A new web accessibility tool, ALLY, is being piloted this semester by pilot colleges. It supposedly will check, and fix, files uploaded into Canvas. The OEI is working with the Council of Chief Librarians on how to integrate that groups' online tools into Canvas...The OEI has a contract with VeriCite, which is a plagiarism checker. Colleges most likely will have to pay extra for it. The OEI said it should be able to migrate student submissions from other plagiarism-detection systems into VeriCite. However, when pressed for details on how this would work, it only said that it is working on this.

The timeline for the Exchange starts with registration for the eight full-launch pilot colleges this October for courses going live

with students in Spring 2017. The 16 remaining pilot colleges will implement the technical components for registration in Spring 2017 with plans for live courses in the Exchange in Fall 2017. The OEI hopes to add interested colleges to the consortium and the Exchange in Spring 2018. Ninety-two colleges have either completed the application process, started implementation, or have just decided to make the move to Canvas.

According to the OEI: The on-ground proctoring network is being developed, and more details will be release probably by the end of the calendar year... The OEI is developing resources for faculty, such as an activity introduced this past year, which has students explore how paraphrasing is different from plagiarism, discuss it with a trained online tutor, and receive citation resources. The OEI is also devoting resources to documenting and providing professional development for faculty in how to address student populations with cultural norms that may contribute to unintended instances of plagiarism.

b. Online Teaching Conference. Several faculty and staff from LPC, including Scott, Chris, and Vicky, attended the conference in June in San Diego. A couple of notes from Scott: An Online Effective Standards and Practices Course self-paced course is coming soon from @ONE. A new CCC group has been created in the Canvas Community for instructors and others to share and communicate. Vicky said that colleges were reporting that the transition to Canvas has been faster than anticipated. Chris said she liked workshops she attended on web accessibility and "high-impact" online classes. The latter offered instructors tips on increasing communications with students by sending a welcome

letter, using a welcoming tone, checking in with students, and creating individualized notes.

c. Quest for Online Success. The OEI has signed a contract with SmarterServices that allows it to offer the OEI comprehensive readiness for online learning program called Quest for Online Success to all CCCs for online students at no cost. The Program includes a diagnostic assessment, the Learning Readiness Indicator (LRI) powered by SmarterMeasure, skill-building multimedia tutorials, quizzes, and supplemental materials. The Quest program is intended to help students be successful in their online classes. The program, which focuses on the cognitive and non-cognitive factors contributing to online student success, has been developed in a Canvas course shell. Scott said he would like to discontinue the Succeeding in an Online Course tutorial that many instructors use with their students and replace it with the Quest tutorials.

d. Online Counseling. Chris said that funding for Cranium Café was approved during the Summer, and the service would be offered to all students. Currently, the counselors are getting webcams for their computers, and ITS is working on the single-signon integration and on integration with SARS. Counselors will be trained in October, and the hope is that the service can be launched in the Spring.

e. Online Tutoring. For the second year in a row, tutoring is one of the college's planning priorities. However, last year, nothing was done to expand online tutoring beyond the email tutoring we have been offering for Math and Writing. NetTutor is being used by many colleges through the OEI, and this committee has already been given a demo. Toby said Writing tutoring will only

be done on a limited basis this semester because of budgetary reasons. The faculty tutors will help students who come to the Tutorial Center first, then will do online tutoring when they can. Last year, the turnaround time for online tutoring was 48 hours. It will probably be longer now. Online tutoring is set to begin Sept. 6.

f. Online Proctoring. The OEI has negotiated a rate for colleges to use Proctorio to monitor students taking exams in Canvas. Among the features in Proctorio are video monitoring, audio monitoring, a lockdown browser, disabling printing, disabling PDF creation, disabling copy/paste, prohibiting exiting an exam before completion, and recording everything on the student's screen. Facial recognition technology tracks head movements to see if there are others in the room with the student. The video taken is not watched by Proctorio; it goes into a dashboard that can only be accessed by the instructor. Proctorio has an accessibility mode and works with screenreaders. We can do a free trial to see if we want to use it with Canvas. It can be used with any type of class in Canvas and costs $10.20 per student. Colleges pay on a yearly basis, and the usage per student is unlimited. Don't have to pay for all students; can just do 300 hundred, for example, and pay just for them.

7. DE and accreditation

a. On the DE coordinators' webinar Aug. 19, a representative from Pierce College shared her advice for colleges undergoing accreditation reviews with the new standards. Pierce had its site visit in the Spring. Apparently, the accreditors were more stringent with Pierce than they were with LPC last October. Every online class at Pierce was evaluated, and one noteworthy item

was that each class was checked for web accessibility. Scott noted that this is the first time he has heard of any outside agency checking for web accessibility. He shared Pierce's presentation with the committee.

8. Web accessibility

   a. The Technology Committee is supposed to take on the issue of web accessibility this semester. Its August meeting was canceled, so it won't meet until Sept. 26.

   b. Scott has been encouraging faculty to post videos they don't want to close caption themselves to the 3C Media Solutions site. 3C Media Solutions is a repository for media and files for all CCC faculty. It can even house CCC Confer recordings. The nice thing is that once you post a video, you can request that it be captioned. That captioning is provided through funding by the statewide Distance Education Captioning and Transcription grant. LPC has been using the grant for years to caption videos identified by faculty, then collected and sent to DECT for captioning. 3CMedia Solutions is a faster and more efficient solution for captioning. Scott will send an email to Blackboard instructors encouraging them to use 3C Media Solutions.

9. Spring DE retention and success rates. In Spring 2016, the success rate of 65% tied the highest ever for a Spring semester, originally set in Spring 2014. The retention rate was 80%. For comparison purposes, the state's averages for success and retention were 63% and 81%, respectively. The committee was asked if it should be doing anything it currently isn't doing to improve those rates. The committee wants to wait for Canvas and any other integrated student services to be launched – and for online courses to be refreshed – in order to see if these help improve the rates.

10. Other issues: None broached.

11. Adjournment: The meeting was adjourned at 12:07 p.m.

12. Next meeting: Sept. 23, 10 a.m.-noon.