LAS POSITAS COLLEGE
DISTANCE EDUCATION COMMITTEE MEETING
FRIDAY, JANUARY 24, 2014
10:00 AM, Room 2410 and CCC CONFER
MINUTES

LPC Members Present:
Scott Vigallon (TLC-Classified; co-chair)
Frances Hui (ALSS; Library)
Bobby August (STEMPS)
Chris Lee (Student Services)
Jane McCoy (ALSS)
Vicky Austin (Adjunct Faculty)
Avi Kaur (ASLPC)

LPC Members Absent:
Lisa Everett (Dean)
Janice Cantua (Admissions & Records)
Richard Dry (ALSS; co-chair)
Deanna Horvath (ALSS)
Gina Webster (BSBA)

Guests:
None

AGENDA:

I. **Call to order:** The meeting was called to order by co-chair Scott Vigallon at 10:07 a.m.

II. **Approval of minutes from Nov. 22 meeting:** Vicky moved to approve the minutes, Chris seconded. Minutes approved.

III. **Updates**

- **Class-Web page for DE students:** As of the morning of Jan. 21—the first day of Spring classes--1,071 students out of 2,492 active DE students clicked that they acknowledged the new Class-Web DE page.

- **Blackboard purge issue:** Bb still hasn't figured out a solution to the handful of courses that have exams linked to courses – that once they get disabled – will prevent those exams from working. The issue has been escalated up the Bb support chain. Another consequence was that students older than three years in the system without being enrolled in any classes were tagged as being purged. They weren't purged, but the coding for their accounts was changed, making them unable to log in Tuesday. This happened to over 100 students from both colleges. Bb fixed the issue, but is working on a long-term solution, particularly for students adding courses after the beginning of the semester.

- **Online tutoring:** There were 58 sessions of Ask an English Tutor during the Fall 2013 semester. Ten were repeat student users, so there were 48 unique students getting asynchronous writing tutoring. There were only 3 sessions (all unique students) using math tutoring. The Spring edition of Ask an English Tutor will begin Feb. 18. Only 4 students completed the survey after getting assistance, and for the most part, those results were positive.

- **OCDP Spring participants:** Paula Schoenecker, Angela Amaya, and adjuncts Siah Fried and Trang Hoang will participate this semester, beginning Jan. 28.

- **SJSU update:** After putting its high-profile online-learning experiment on hold for the fall semester, San Jose State University said Dec. 17 that it would resume offering three online courses in the spring in conjunction with Udacity, according to the Chronicle of Higher Education. The courses (Elementary Statistics, Introduction to Programming, and General Psychology) are among five that SJSU has tested whether teaching methods and technology that Udacity

developed for MOOCs could be useful in more-conventional courses offered for university credit. Two mathematics courses that were offered last spring are not being reprised. The three courses will be offered for credit to strictly limited numbers of San Jose State students and others in the CSU system.

IV. **Board policies:** The new DE board policy that the district group working on all new policies went to the board Jan. 21 for a first reading, but it did not include much of what our committee and Chabot's committee drafted. It never came back to our committee for review as we requested. Our policy statement on DE quality was put in, but nothing on authentication was included. Our administrative procedures on quality were not included verbatim, although legal language covering those points from Title 5 was included in the Legal Citations for the board policy. According to Jeff Kingston, after ratification from the board, we should still be able to modify the procedures. The committee reviewed the policy and procedures going to the board and compared them to our draft documents. Nobody was sure what the next steps are, so the committee directed Scott to ask Jeff what we can do and when.

V. **State Authorization:** This issue is back, courtesy of the federal Department of Education. This regulation will be re-authorized after being vacated on a technicality. That technicality was that the feds didn't include a public comment process, but this time, they will. Therefore, we need to be proactive and try to get authorization from all 50 states. We could join the Western region of SARA, but that will cost $4,000 a year, and California colleges wouldn't be able to join until the state passes legislation to this effect. Scott will start trying to contact all 50 states to seek authorization.

VI. **CVC Online Course Initiative:** Scott presented information about this initiative, which was awarded to Foothill-DeAnza and which began Dec. 1. Key points include: a) the initial focus will be on Associate Degree for Transfer courses; b) for subsequent phases, the focus will be other degrees and courses, basic skills courses, and credit by exam; c) initial courses are expected in the exchange by Fall 2014; d) there will be a teaching college (the college teaching the course) and a home college (the college where the student is enrolled); e) reciprocal agreements between all colleges for enrollment priority, assessment scores, prereqs, and transcript transparency; f) other services supposed to include online tutoring, proctoring, high tech/high touch analytics; g) a federated ID; h) a common course management system; and i) colleges have to opt in, and once they do, they will have to follow all rules and procedures.

An RFA for the common CMS is supposed to be released this year, and the hope is that the CMS will begin to be used by Spring 2015. There will be an advisory group for the CMS and advisory groups for all of the different areas. Funding is as follows for the entire initiative: $16.9 million for Dec. 2013-June 2014, $10 million for July 2014-June 2015, and $10 million a year for the next 3 years. After that, funding is not guaranteed. The committee discussed the initiative and will be kept abreast of developments by Scott.

VII. **Bb upgrade feedback:** The committee was asked if it experienced any issues as a result of the recent upgrade. Chris mentioned an issue with blogs whereby students now have to click a drop-down arrow to see posts.

Chabot reported discomfort with the fact that when students enter their profiles, Bb asks them for an email address, and the fear is that students will think that that is their default email address for Bb and miss class-related communications. We had an issue with SafeAssign not working because browsers don't display mixed content any longer from non-secure sites, which SafeAssign is. It's similar to the issue we had last semester with multimedia not working. Bb has fixed this. Blackboard is making more use out of its due dates in the hopes that users will utilize its new and improved Calendar tool. Due dates automatically populate into the calendar. If due dates are in the past, students' submissions will be marked late, and for those instructors who have not adjusted due dates, this can be an issue. Scott sent out options for dealing with this on Jan. 23.

Also, Bb announced in December that it is changing its schedule for releasing new service packs. Recently, it would release service packs as quickly as it created them. Apparently, that didn't work for a lot of institutions, so it's revising its plan and will now only release two per year. One will be geared toward the Fall semester (though conceivably, we could upgrade prior to Summer), and other is geared for the Spring semester. The committee was asked if it wanted to consider upgrading at set times during the academic year. The members felt that upgrading to one version below the most recent version prior to the Summer and Spring terms would work best. DE faculty input will be sought, and Chabot will have to be consulted on this issue, too.

VIII. **Possible policy/guidelines on Bb verifications:** Each semester, there are a handful of requests to verify that a student did not submit an exam or assignment when the student "swears" that he or she did so. In the past, we would have to ask Bb for this verification, which typically confirms that the student was being less than forthright. Now, Bb is putting the onus of verification back on the colleges, so the forensic work will have to be done by the system administrators. Apparently, Bb is doing this so it won't be open to any lawsuits by students and essentially wants to cover its rear end. The committee was asked if we need any policies or guidelines surrounding this type of work by college employees. For example, a policy could be that the college stands behind its system administrators in whatever they determine by accessing the Bb database. A guideline might be that system administrators will only commence investigations if the exam or assignment in question was due in the past 30 days. The committee decided that no policies or guidelines should be put into place because all grading matters are a faculty issue, and thus, and FA issue. However, the committee still wants the system admin to do the database checking upon request, and when results are given back to the instructor, some sort of caveat should be added. The committee also suggested that the system admins track the number of requests, along with the results.

IX. **DE goals:** Goal - Promote library resources for DE classes. Vicky and Frances presented about the capstone project in Vicky's online course in which Frances answered students' questions—mainly about citations--in the discussion board. Frances answered 17-18 questions, mostly on APA citations, over 3-4 days. Overall, both Vicky and Frances said the initiative was successful. Frances said when she reached out to students, some replied to her while others didn't. She said she the librarians are open to doing this more often with other classes.

For the goal, Investigating the offering of MOOCs, Chris asked at our last meeting if Bb's new MOOC platform was ready. Our account rep said it is not ready yet, but a course could be run on Bb's current platform called Coursesites. Chris mentioned that she would like to wait for the new platform.

For the goal, Increasing participation in student surveys for course evaluations, the committee was asked about possibility of replacing the current Class-Web method with the new Enterprise Survey tool in SP 13. Jane said that because this method involves the system administrator emailing survey results to the evaluator, and thus, being able to see the results, the method will not work. The committee will continue to brainstorm other ways to increase participation.

X. **Possible default course menu item addition:** The SLO Committee requested to ask this committee about the possibility of adding a menu item to the default course menu that is labeled Student Learning Outcomes. The SLO Committee believes this would promote SLOs, help focus student learning, and become evidence of the college's commitment to SLOs. The DE Committee is open to this idea, but noted some potential roadblocks: a) if this link gets added, other groups, such as the library, tutoring, etc., will want their links to be added; b) because of the controversy over requiring instructors to add SLOs to their syllabi, the FA would have to be consulted; and c) Chabot would have to agree to this since we share the Bb system, and its classes would be affected.

XI. **DE student satisfaction survey results:** The committee reviewed the results, which were generally positive like they are each year. It was then asked what, if any, action needs to be taken

as a result of the results. Because 69.4 percent of students indicated that videos help them learn best in DE classes, and some students mentioned a desire for videos in all DE classes, the committee would like to see more instructors using videos for instruction. The Teaching and Learning Center already offers appointments and workshops on creating and using a variety of videos, but Frances suggested a workshop on using the video repositories administered by the library. DE faculty will be told of these specific topics and workshop dates.

XII. **Other issues:** No issues were broached.

XIII. **Next meeting:** Friday, Feb. 28, 2014. This meeting will be held from 10-12 in Room 2410 and on Confer.

XIV. **Adjournment:** The meeting was adjourned at 11:59 a.m.