



# DE COMMITTEE MINUTES

Dec. 8, 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):

Vicky Austin (FA)  
Bobby August (MSEPS)  
Maureen O'Herin (A&H)  
Teri Donat (adjunct faculty)

#### Members Present (non-voting):

Christina Lee (Counseling, co-chair)  
Scott Vigallon (co-chair)

#### Members Absent:

Amir Law (Dean)  
Garrett Culbertson (ASLPC)  
Bill Komanetsky (CATSS)  
Paul Sapsford (BHAWK)  
Jeff Lawes (A&R)  
Kali Davis (Library)

#### Meeting Guests:

None

1. Call to Order
  - a. The meeting began at 10:03 a.m.
2. Approval of October minutes
  - a. Bobby moved to approve, Maureen seconded, minutes approved.
3. Acknowledgments
  - a. Scott thanked Teri Donat, who is retiring, for her service on the committee, her commitment to teaching quality DE courses over the years, and for her help in the transition to Canvas. He also spoke to the committee about the passing of Ethan Castor. Ethan not only helped, and touched, everyone he worked with at LPC, but he was also instrumental in building our DE program with all the work he did behind the scenes.
4. Updates
  - a. The new Online Learning web site will be launched shortly after the new year.
  - b. TLC workshops for the second half of the fall semester were announced Oct. 26, and a reminder was sent Nov. 28.
  - c. The committee was reminded that 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@cccoco.edu](mailto:elarson@cccoco.edu).
  - d. On Nov. 8, committee members were sent information on the state's online college proposal called FLOW and were asked to provide feedback on the three options:
    - i. Option 1: Use an existing campus that will deliver its online courses statewide.

- ii. Option 2: An existing community college district will host a group of colleges that agree to work on FLOW taught by faculty from the participating colleges.
- iii. Option 3: Create a new community college district that will operate under the chancellor's office — a break from other colleges that have their own local boards and districts.

There has been pushback from the Board of Governors and the state Academic Senate.

#### 5. Online Education Initiative

- a. On Nov. 29, the Academic Senate endorsed the OEI Course Design Rubric Resolution. The wording of the resolution changed slightly than in its original form, so the committee was shown the final version. The committee was asked what it can now do to continue promoting quality online education.

Scott has emailed new DE instructors, letting them know that a model course template and online training—both based on the OEI rubric—is available. He will also reference the resolution in future email communications with DE faculty. Maureen said the English faculty have formed a subgroup of instructors who are figuring out the best practices of teaching online English courses. It's possible that the subgroup might want to develop an English course template to share with other instructors in the discipline.

- b. Interim President Roanna Bennie and Academic Senate President Melissa Korber signed a letter expressing LPC's interest in the 2018 OEI Consortium Cohort, which focuses on student equity and the following components:

- i. Culturally responsive teaching with a community of practice around online equity.
- ii. Name/gender identification for instruction and student support services, including counseling, tutoring, health services, etc.
- iii. Pilot additional online resources integrated into Canvas for community building, student engagement, and collaboration.
- iv. Faculty engagement in collaborative course development using OER materials in Canvas.
- v. Support for the development of a local, peer-faculty course review process to support equity and student success in online courses.
- vi. Programmatic and technical preparation for Course Exchange participation.

Although the letter was submitted to the OEI, it does not guarantee LPC's participation or bind the college to joining the OEI Consortium. The letter merely gives the OEI an idea about how many colleges are interested, and it triggers the release of a college self-assessment packet. The OEI says that participating in the cohort does not mean that colleges have to be part of the course exchange in the fall; each college is to have its own timeline for joining the exchange.

The deadline to complete the self-assessment packet is Feb. 15. Selected colleges will be notified in mid-Spring for Fall 2018 participation. The college would have to sign

a Master Consortium Agreement by July 1.

6. Transition to Canvas

- a. At the October meeting, the committee wanted its two statements regarding Canvas usage discussed by the divisions.

The two statements are:

- 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.

None of the members discussed the above with their divisions. Scott will remind them prior to their next division meetings.

- b. Canvas has added a new LPC faculty support phone number in the Help menu. The number is 1-833-300-3467. The current number will remain, but it will just be for students.
- c. At our October meeting, a question was raised about the possibility of the Canvas URL changing when we go to the new single-signon login page. Eric Stricklen of District ITS was asked and said he doesn't know, but it's possible it could change.
- d. The new 3C Media app was installed in Canvas on Nov. 3. It allows for hosting and free, accurate captioning of instructor-created videos.

- e. Canvas added an accessibility checker within its Rich Content Editor. It will check common accessibility errors within the editor so your content will be ADA-compliant. It also provides explanations of errors and allows you to fix those errors. It will NOT check Word or PowerPoint files, nor will it check that videos are captioned.
  - f. Canvas has a new gradebook, which was shown to the committee. It can be enabled globally or on a course-by-course basis. Chabot will have to be consulted before a final decision is made.
  - g. The committee discussed possible Spring Flex Day sessions. Possibilities mentioned were: two Advanced Canvas sessions, a drop-in session, a session on regular effective contact centering on giving feedback to students, using video in Canvas, using Canvas Commons, sharing best practices, the OEI course design rubric, and web accessibility. Scott will ask CTO Jeannine Methe about paying for a Canvas trainer to do the Advanced and drop-in sessions. The committee has time to finalize the choice of sessions, so in the meantime, it wants Scott to ask Staff Development Chair Howard Blumenfeld to reserve three rooms: 2410, 2412, and 803 for the sessions.
  - h. The first Online Course Development Program group for Canvas finished last week. Elena Cole and adjunct Marie Mesmer completed the program. Six instructors, all adjuncts, have expressed interest in joining the program for the spring.
7. Online student services
- a. Chris reported that Counseling continues to conduct online drop-in session and online counseling sessions Mondays and

Thursdays and that students are slowly finding out about Cranium Café.

- b. The issue of merging sections and FERPA was brought up again at the Nov. 17 district Technology Coordinating Committee meeting. CTO Jeannine Methe said she had spoken to Bill about asking Canvas to improve its software so merged sections could more easily draw upon a central repository for course content shared among an instructor's classes. Bill was invited to two meetings with Canvas and made some good points about improving the interface of Commons. He will post those suggestions in the Canvas Community for others to see and vote on. Canvas did say that in Commons, if you don't check one of the boxes to designate whom to share with, you will be able to share only with your other classes, and no other instructors will be able to see your content in Commons.

District ITS is looking into a technology solution to disallow students in merged courses from seeing students in other sections while still allowing students in officially cross-listed courses to see students in other sections. Maureen expressed concerns because she wants students in her merged sections to collaborate with each other.

- c. Scott met with Interim Counseling Dean Mike Schwarz and Tutorial Coordinator Pauline Trummel to discuss issues surrounding NetTutor. The 6-hour per student per semester time limit will remain. If students go over that limit, they can request a 6-hour extension through the DE student support desk. After that, they will have the option to purchase more hours. This will

be dealt with on a student-by-student basis and won't be publicized. Mike said that the current NetTutor license is being paid out of the Student Equity budget. Mike added that Nessa Julian has been working with NetTutor to find out the path moving forward with questions such as aligning the invoice with the fiscal year, length of contract, etc. Once Mike has a dollar amount and terms, he said he can then explore how to institutionalize the license.

#### 8. Accreditation

- a. All DE instructors were asked to voluntarily have their Canvas courses reviewed for web accessibility. Three instructors volunteered, covering six courses. Instructional Technology Specialist Wanda Butterly has completed reports for two of the instructors.
- b. Scott is working on updating and reformatting the DE faculty handbook. Instead of creating a PDF, he will create it in HTML and post it to the new Online Learning web site.

#### 9. Student and faculty DE surveys

- a. 195 students have completed the student DE satisfaction survey. This is much less than the 324 who completed the survey last year. Scott used the Canvas course set up by District ITS to email all of the DE students, including those using Blackboard. Next year, in addition to the email, he will ask DE faculty to post an announcement about the survey in their classes.

The faculty DE satisfaction survey was launched Monday and has 32 respondents so far. The committee randomly picked the faculty winner of the \$50 bookstore gift card: Michelle Zapata.

Results of both surveys will be presented at the January meeting.

10. Goals for 2017-18.

- a. Implement digital badges for reaching training milestones.

Badges have been implemented in the Online Course Development Program course on a module-by-module basis once milestones have been completed. A final certification of completion badge will be given to faculty who complete the course. Badges have also been implemented on a module-by-module basis in the Web Accessibility Course, which all faculty have access to.

11. Other issues: None broached

12. Adjournment: The meeting was adjourned at 11:47 a.m.

13. Next meeting: Jan. 26, 10 a.m.-noon.