



DE COMMITTEE MINUTES

Feb. 23, 2018 / 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, adjunct faculty)

Bobby August (MSEPS)

Maureen O'Herin (A&H)

Bill Komanetsky (CATSS)

Paul Sapsford (BHAWK)

Kali Davis (Library)

Members Present (non-voting):

Christina Lee (Counseling, co-chair)

Scott Vigallon (co-chair)

Amir Law (Dean)

Leslie Zamora (ASLPC)

Members Absent:

Jeff Lawes (A&R)

Meeting Guests:

Nolan Howe, LPC Bookstore

1. Call to Order
 - a. The meeting began at 10:03 a.m.
2. Approval of January minutes
 - a. Maureen moved to approve, Paul seconded, minutes approved.
3. Committee charge/membership
 - a. Leslie Zamora joined the committee as the college's student representative.
 - b. The committee discussed whether any changes needed to be made to the charge and membership. No changes were recommended.
4. Updates
 - a. The Online Teaching Conference takes place June 18-20 in Anaheim. Early bird registration price is \$300 through April 15. After that, it is \$350. [Register at the OTC web site.](#)
 - b. Geography instructor Tom Orf and Sociology instructor Sarah Thompson addressed the Academic Senate on Feb. 14 about web sites that sell publisher test bank answers and class assignments. They also were on the agenda for the district ESS meeting Friday. A task force is apparently being formed to tackle this issue. The committee discussed the possibility of purchasing Turnitin, adding information to the faculty resources web page, and adding to the code of conduct that it is a violation if students post their work to cheating sites for other students to copy and/or use.
5. Online Education Initiative
 - a. On Feb. 14, Chris Lee and Scott presented to the Academic Senate on applying to join the OEI Consortium, and thus, the Course Exchange. A resolution was drafted and sent to the

Senate. Discussions took place at the division level, and the Senate is expected to vote on it Feb. 28.

The OEI college planning team met Feb. 15 to complete the college self-assessment packet that is required in order to apply to the Consortium. The deadline to apply is March 1. Scott also presented about the OEI Consortium to the district ESS Committee earlier today. Committee members reported that there hasn't been much dissent from faculty in their divisions.

- b. The OEI announced the creation of 30 sample course shells with Open Educational Resources (OER) embedded directly into Canvas course shells. This project involved collaboration between instructional designers, librarians, faculty and OpenStax, a nonprofit educational technology initiative based at Rice University in Houston. The sample shells are housed in Canvas Commons and can be found using the following search terms: CCC, OEI, OpenStax, and OER. There is one blank so faculty can embed their own OER content. Each shell is ADA-compliant and has a Creative Commons license with attribution given to the CCC Chancellor's Office.

6. Transition to Canvas

- a. Bookstore manager Nolan Howe addressed the committee, asking for Canvas shells to be automatically created for every course in time for faculty to request their materials from the bookstore. We recently implemented the Follett app into each course, which allows faculty to request their materials. The issue, according to Nolan, is that this process should be available to all faculty, and the materials need to be requested earlier in the

semester for the subsequent term. For example, the due date for Summer materials is March 15, and the due date for Fall is April 15. For years, faculty requested Spring courses in late October and Summer/Fall courses in early April.

Nolan explained that he would like to move the process from a paper-based one to an online one in Canvas. He can deal with a minority of faculty continuing to request by paper or even email or walk-ins, but he would like the bulk of it to be online...hence, every course in Canvas.

Automatically creating Canvas shells leads to issues surrounding the merging of courses and sections. If the creation process is automated, faculty would have to do the merging themselves, and if we have no other way to stop students in one section from seeing students in other sections—a FERPA violation—faculty would have to disable this ability one student at a time in Canvas.

Since District ITS automatically creates the shells, Scott will ask CTO Jeannine Methe to place this item on the agenda for the next district TCC meeting.

- b. At the January meeting, the committee wanted feedback from the FA, Academic Senate President Melissa Korber, and interim President Roanna Bennie regarding our statements on Canvas usage.

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.

We didn't get feedback from administration but Chris Lee indicated that it will be on the Academic Senate agenda Feb. 28.

- c. Scott submitted Flex Day proposals for sessions on the OEI course design rubric and web accessibility. He asked if rooms 2410 and 2412 could be reserved all day so individual assistance could be given to instructors needing help. However, Professional Development chair Howard Blumenfeld said taking up two rooms would be a burden in his scheduling, but he would do his best to accommodate us.
- d. The OEI is asking for feedback on giving faculty the ability to push their final grades from Canvas directly into Banner (Class Web). It is also asking whether there are other integrations users would like to see in Canvas. If faculty want to give input, they can do so at the [CCC's Canvas Community](#). Vicky Austin will try to find out what would happen if faculty can push grades to Banner, then a grade is changed later.
- e. Bill Komanetsky tested a script that supposedly allowed users to extract gradebook information from Blackboard archives without having to restore the archives on a Bb server. Unfortunately, this did not work as intended. Bill also tried to import the archive on

a non-CLPCCD server and was unable to access student information. Scott suggested that instead of importing the archive to this server that Bill try to restore the archive. Bill will give this a shot.

- f. Scott asked the committee if it wanted to create any guidelines surrounding Canvas issues. These issues include adding non-CLPCCD personnel or students into Canvas, when to schedule final exams, student workload during Spring Break, putting faculty and TAs into class, when to hold online office hours, etc. Scott and Chris will brainstorm other issues to bring back to the committee.

7. Online student services

- a. At our January meeting, the committee discussed developing policies and procedures to evaluate and approve third-party tools before they are used in classes. Scott researched model policies and procedures, and although he didn't find any ready made models, he found information that can be used while designing a policy. He shared this information with the committee. The committee debated whether we should create policies/procedures when seemingly no other college in the state is doing this. The result was that Scott and Amir Law will be working on this.

8. Accreditation

- a. Interim President Roanna Bennie has asked Scott to present at the March town meeting on DE legal requirements. He will talk about regular effective contact, web accessibility, copyright, and FERPA. A special focus should be made that meeting these requirements enhances student learning. Bill and Chris

volunteered to present with Scott. Roanna will be asked about this possibility.

- b. At the Feb. 9 District TCC meeting, CTO Jeannine Methe said that the district's Technology Plan will include a section on DE. She said that a consultant is writing the plan, and she will share with us the DE section, which is supposed to cover both colleges. We will have to add to the consultant's writeup with DE information for LPC. That information can be general, such as investigate the course exchange, create guidelines for assessing third-party tools for FERPA and web accessibility, and complete the transition to Canvas. Our writeup should be done by early Fall in order to incorporate it into the district technology plan. Scott will write a draft of the LPC portion.

9. Goals for 2017-18.

- a. Update Regular Effective Contact Guidelines
 - i. During the state chancellor's office online event called Maintaining a Quality Distance Education program, it was reported that the state's Distance Education and Educational Technology Advisory Committee (DEETAC) is working to align the definitions and descriptions of DE in Title 5 with the definitions and descriptions at the federal Department of Education. It was also reported that the DOE might be changing its definition of Regular and Substantive Interaction when the Reauthorization of the Higher Ed Act is completed, perhaps in 2019.
 - ii. The committee was asked whether we should wait on updating our guidelines or revise sooner. It decided that it wants to revise the guidelines by combining information

about Regular Effective Contact and Regular and Substantive Interaction. Scott will take care of this.

- iii. Scott mentioned that LA Southwest College is currently undergoing a DOE audit for distance education and that Fresno City College has developed a checklist to be given to DE instructors as preparation for accreditation. He will share the checklist with the committee.

10. DE retention and success rates

- a. During Summer 2017, the retention rate of students in DE classes was 85 percent, which matched the highest ever for a Summer term at LPC (2013 and 2016). The success rate of 75 percent was the highest ever for a Summer term, besting the previous high of 73 percent set in 2016. In Summer 2017, the retention and success rates for non-DE classes were 89 and 80 percent, respectively. Scott asked the committee if any action should be taken as a result of the Summer 2017 rates. The following ideas were suggested to improve the rates further: continue to pursue joining the OEI Consortium, develop a peer course-review group, seek funding for an intervention specialist for DE classes, and request research on if short-term classes during the fall and spring have better rates than semester-long classes.

11. Other issues: None broached

12. Adjournment: The meeting was adjourned at 12:03 p.m.

13. Next meeting: March 23, 10 a.m.-noon.