



# DE COMMITTEE MINUTES

Aug. 25, 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.
- ❖ Develop processes to facilitate ongoing meaningful assessment of SLOs/SAOs and integrate assessment of SLOs/SAOs into college processes.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.

### Distance Education Committee

#### Members Present (voting):

Christina Lee (Counseling)  
Bill Komanetsky (CATSS)  
Vicky Austin (FA)  
Teri Donat (adjunct faculty)  
Kali Davis (Library)  
Bobby August (MSEPS)  
Paul Sapsford (BHAWK)

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

Scott Vigallon (co-chair)  
Jeff Lawes (A&R)

#### Members Absent:

Amir Law (Dean)  
Maureen O'Herin (A&H)

#### Meeting Guests:

None

1. Call to Order
  - a. The meeting began at 10:03 a.m.
2. Committee makeup
  - a. The committee welcomed newcomers Paul Sapsford (BHAWK), Jeff Lawes (A&R), and Garrett Culbertson (ASLPC). Maureen O'Herin (A&H) is also new, but was unable to participate. We are still missing the one additional faculty member.
  - b. Chris Lee was unanimously voted co-chair (Teri Donat moved, Bill Komentzky seconded)
3. Approval of April minutes
  - a. Vicky Austin moved, Bill Komentzky seconded. Minutes approved.
4. Updates
  - a. Wanda Butterly was hired into the Instructional Technology Specialist part-time position and began July 17.
  - b. Scott facilitated a workshop on DE legal requirements for College Day on Aug. 15. There were 25 participants.
  - c. Scott created the self-paced Online Course Development Program course for Canvas during the summer. He has placed all DE instructors into the course as a resource.
  - d. An email was sent Aug. 11, soliciting faculty participation in the OCDP. Two instructors, Namita Saxena and ThanTao Nguyen, will participate online, while Marie Mesmer and Elena Cole will participate face-to-face.
  - e. Oct. 24 Flex Day proposals approved
    - i. Canvas drop-in with the Canvas trainer (1 hour)
    - ii. Canvas Introduction with the Canvas trainer (2 hours)
    - iii. Canvas Advanced with the Canvas trainer (2 hours)

- iv. Making your Canvas course site ADA-compliant (2 hours)
- v. Using the OEI Course Design Rubric to meet accreditation standards (1.5 hours)
- f. With the college's impending move to the OmniUpdate web content management system, the Online Learning web site is being revamped. The site will continue to have all of the information necessary to students taking fully online courses, hybrids, and web-enhanced courses. Now it will also contain much of the info necessary for faculty. Training info, DE documents, Canvas info, etc. will be migrated from other sites and posted to the Online Learning site.
- g. The annual DE board report was submitted to board July 18 and will be on the agenda for the September meeting.

#### 5. Accreditation

- a. The ACCJC sent a letter dated June 23 to the college reaffirming LPC's accreditation. The letter noted that all deficiencies have been corrected and now meet the standards. This includes the items about online student services.
- b. LA Southwest College and Coastline recently got audited by the feds. LA Southwest was told, among other things, that their DE classes should be monitored for regular and substantive interaction. Coastline was told that it needs a process for reviewing online courses. Southwestern College underwent accreditation in 2016 and got a warning for their courses not being accessible to students with disabilities.
- c. The state's Distance Education and Educational Technology Advisory Committee (DEETAC) will be dealing with the following issues this year: FERPA, audits, TBA classes, ACCJC expectations, regular effective contact, quality DE curriculum development,

definitions of DE, and the State Authorization Reciprocity Agreement (SARA).

6. Transition to Canvas

- a. As of Thursday morning, there are 184 instructors teaching 453 sections using Canvas so far this semester. There are 89 instructors teaching 237 sections using Blackboard. After the Canvas trainings for the Fall are announced, it will be recommended to the instructors using Bb that they move to Canvas for Spring 2018. This is because funding for the mentor-trainers will be low during the Spring and not available after that, reducing opportunities for training.
- b. It was announced that Canvas will be paid for by the state for the foreseeable future.
- c. During the Summer, 13 instructors attended 6 Introduction to Canvas workshops, and 14 participated in one-on-one appointments. These were conducted by our Canvas faculty mentor-trainers Vicky Austin and Teri Donat.
- d. Fall training for Canvas and DE will commence after Labor Day. An email will be sent out to everyone.
- e. Instructors have had to deal with an issue in which students who dropped classes were still present in Canvas. The issue arose from Chabot instructors not having access to past courses that were migrated from Blackboard. When District ITS added those instructors to their old courses, the effect was that Canvas didn't remove dropped students from their Fall classes. At a meeting with CLPCCD and Canvas on Aug. 22, it was decided to fix the immediate student issue, then add the instructors into their migrated courses manually.

- f. At the end of last Spring, the Academic Senate decided to form a task force to investigate the OEI's Course Exchange. In order for courses to be part of the exchange, the courses have to meet the standards of the OEI Course Design Rubric. No word yet about that task force.

In 2006, our committee approved a set of standards for our online courses to aspire to. Since other colleges are adopting the OEI rubric, the committee was asked if it wanted to adopt the OEI rubric. Teri Donat moved that the committee adopt the OEI Course Design Rubric as the standards to strive for in DE classes and to recommend that faculty follow these standards in order to meet accreditation and regulatory requirements. Kali Rippel seconded. Motion passed unanimously.

- g. Summer 2017 Blackboard courses will be migrated to Canvas in the coming weeks. After that is done, an email will be sent soliciting participants for the white-glove services.
- h. Scott continues to work on the integration of eLumen into Canvas. The process has been problematic for a number of reasons. He will continue to work on it.
- i. Crocodoc, the Blackboard tool that allows instructors to comment on student papers in the Grade Center, will be going away in our version of Blackboard on Jan. 15, 2018. If we upgrade Bb for Spring, a new, similar tool will be available. However, that is the last semester we will be using Blackboard, so the committee does not wish to pursue an upgrade. Since an upgrade would affect both colleges, it was decided to broach this issue with the District Technology Coordinating Committee.

- j. The District is working with Follette on an app that allows faculty to request their course materials from within Canvas. Once it is complete, it will be inputted into Canvas.

7. Online student services

- a. For Summer 2017, 317 students self-enrolled into the Quest for Success online readiness course. Of those, 83 completed at least one quiz, 26 completed all of the quizzes, 161 started the SmarterMeasure Assessment, and 120 completed the SmarterMeasure Assessment. These numbers reflect students from LPC and Chabot. District ITS fixed a technical issue yesterday, so from now on, the numbers will reflect LPC students only.
- b. NetTutor alerted Scott and Pauline Trummel to an issue in which an ESL student was overusing the service in an extraordinary fashion. The NetTutor rep said in his five years, he had never seen an overuse case even come close to the one caused by the ESL student. From July 1-14, the student averaged 11.1 sessions per day and had 128 paper submittals. Because of this, a 6-hour time limit per student per semester has been set. That time limit will reset each semester. If students request more time, it will be given on a student-by-student basis. NetTutor says it's extremely rare for a student to use more than 6 hours in a semester.
- c. Chris Lee reported that Counseling will soon send an email blast to all LPC students about the availability of online counseling via Cranium Café. Students will be able to make an appointment for a one-hour live session with a counselor. Counseling is also looking into online drop-in sessions during the Fall.
- d. Late last Spring, the state's DE Coordinators began debating the legality of merging sections and courses within a course

management system after questions arose in Canvas support forums. Jacob Knapp, legal counsel for CCC, addressed the coordinators in June and said the merging is, indeed, a violation of FERPA because students can see names and email addresses of students in other sections. This is considered personally identifiable information. To make this legal, every student would need to give their consent, or an exception can be made for directory information. This exception would have to be specified on a public notice that each college apparently has to send to students annually. Jeff Lawes will bring this issue to the attention of A&R.

8. OEI updates

a. Course Exchange

- i. There are lots of things going on with the exchange at the state level, including automation of financial aid processes, deploying the 2.0 version of exchange in September, having the rest of the pilot colleges going to exchange in Spring 2018, legislation at the state level that will facilitate real-time cross enrollment for online courses by removing residency problems for students, and a roadmap being finalized that show colleges how to join the consortium of colleges using the exchange. There is a [video that shows how students register for an exchange course](#). Vicky Austin reported that the number of courses in the exchange is being expanded from not only transfer courses based C-ID to all transfer-eligible courses. Also, repeatability rules will not apply to courses in the exchange.

b. On May 11, Governor Brown sent a letter to the chancellor of the CCCs telling him to submit a plan for a fully online community college by November. This college would exclusively offer fully online degree programs. According to the governor, “...it is time now for our community colleges to increase even further the availability of online courses and degree programs – and make colleges far more accessible and affordable.” A statewide workgroup has been formed, and a [web site](#) has been created. There is a place on the web site soliciting feedback from those who work in the CCCs.

9. DE Student and Faculty Satisfaction surveys

a. At our April meeting, we decided to look into revising these surveys.

10. Goals for 2017-18. Here are some possibilities. Members decided to think about this and confirm goals at the September meeting.

- a. Complete the transition to Canvas
- b. Revise Student and Faculty DE Satisfaction surveys
- c. Implement digital badges for reaching training milestones
- d. Adopt the OEI Course Design Rubric
- e. Update Regular Effective Contact Guidelines
- f. Launch the Online Course Development Program for Canvas

11. DE Scholarship award

a. Since the scholarship that was funded by the ASLPC went away last year, Scott is considering funding the scholarship himself. He asked the committee if it wanted any role in selecting the winner, and the committee responded by saying that members can volunteer to help provide criteria for the award. Teri Donat and Garrett Culbertson volunteered.

12. Other issues

13. Adjournment: The meeting was adjourned at 12:04 p.m.

14. Next meeting: Sept. 22, 10 a.m.-noon.