



# DE COMMITTEE MINUTES

Sept. 22, 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):

**Bill Komanetsky (CATSS)**  
**Vicky Austin (FA)**  
**Bobby August (MSEPS)**  
**Paul Sapsford (BHAWK)**  
**Maureen O'Herin (A&H)**

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

**Christina Lee (Counseling, co-chair)**  
**Scott Vigallon (co-chair)**  
**Jeff Lawes (A&R)**  
**Garrett Culbertson (ASLPC)**

#### Members Absent:

**Amir Law (Dean)**  
**Teri Donat (adjunct faculty)**  
**Kali Davis (Library)**

#### Meeting Guests:

**None**

### 1. Call to Order

- a. The meeting began at 10:02 a.m.

### 2. Approval of August minutes

- a. This was postponed to the October meeting.

### 3. Updates

- a. The DE Scholarship award will be renamed the Online Student of the Year award. Payment and criteria have been submitted to the LPC Foundation. Criteria will be the following:

- i. Student will have had to complete at least one fully online course during the current academic year.
- ii. Have a minimum GPA of 3.0.
- iii. Answer these questions: Why do you deserve to win this award? What advice would you give to students to help them succeed in online courses?

Ken Cooper of the LPC Foundation suggested that a small group meet to review applications and choose a winner. Since this committee said it didn't want to do that, the TLC staff (Scott, Wanda Butterly, and Tim Druley) will perform that function.

- iv. On Sept. 18, the CCC's Board of Governors approved a partnership with Western Governors University that allows CCC graduates to transfer and seek bachelor's degree at a discount. According to the press release: Students will be granted admission to WGU, a fully accredited, online institution, if they have completed an Associate Degree for Transfer or appropriate lower-

division transfer credit requirements. Students who earn an ADT and are accepted to a compatible WGU program will enroll with the equivalent of junior standing.”

Two days later, the US Department of Education’s Office of Inspector General ruled WGU was out of compliance with Title IV financial aid rules, especially the “regular and substantive interaction” provisions.

“We concluded that Western Governors University did not comply with the institutional eligibility requirement that limits the percentage of regular students who may enroll in correspondence courses. Therefore, the Department should require the school to return the \$712,670,616 in Title IV funds it received from July 1, 2014, through June 30, 2016, and any additional funds it received after June 30, 2016.”

#### 4. Accreditation

- a. Chris Lee attended the Sept. 13 Academic Senate meeting and reported that she explained that Canvas would be paid for by the OEI for the foreseeable future, and she presented our motion on the OEI Course Design Rubric, which we approved last month. The Senate wants a presentation before adopting a resolution or not. Chris and Scott will present to the Senate on Oct. 11. The committee saw a preview of the presentation, along with a similar resolution by Canada College. A question was raised about what happens to the savings from not having to pay

Canvas or Blackboard. That issue will be brought to the district Technology Coordinating Committee.

5. Transition to Canvas

- a. Faculty were notified Aug. 31 about registering for a Fall Canvas workshop or appointment. Chris Lee, Teri Donat, Vicky Austin, and Scott contacted Blackboard instructors directly Sept. 7 to encourage them to register for a workshop or appointment.
- b. The issue of upgrading Blackboard so the Crocodoc tool is available to instructors in the Spring was brought up at the Sept. 8 district Technology Coordinating Committee meeting. Discussion was postponed until its Oct. 13 meeting because Chabot's Committee On Online Learning did not discuss the issue until Sept. 19. At that meeting, Chabot, like LPC, decided not to pursue an upgrade. So the issue can be considered finished.
- c. Canvas said that Sallie Michalsky will return to provide training on flex day. The committee was asked if anyone would like to help her out during her two workshops. Scott will not be able to because he will be conducting two simultaneous workshops on web accessibility and the OEI Course Design Rubric. Wanda Butterly can help Sallie with one workshop, but will be helping at the web accessibility workshop. Chris Lee volunteered to help Sallie at the other workshop.
- d. Summer 2017 Blackboard courses were sent to Canvas on Sept. 14 to be bulk-migrated. Canvas completed the process Sept. 21. An email will be sent next week soliciting participants for the white-glove service.
- e. The integration of eLumen into Canvas is still not working. Scott met again with eLumen programmers Sept. 14 and is awaiting a resolution.

- f. Research is ongoing in trying to integrate Follett into Canvas. This integration would allow faculty to request their course materials from within Canvas. Because District ITS says that only faculty will be able to use this service, Canvas is researching the possibility of adding a link in the global navigation menu that would only be visible to faculty, not students.
  - g. District ITS is still planning to implement single sign-on to Canvas through a proxy login page in time for Summer 2018 classes. This would make it more efficient for students to access services integrated with Canvas, such as Cranium Café.
  - h. The 3C Media Solutions app will be released from Beta testing by the end of September. When it is ready, information will be sent to Scott on how to integrate it into Canvas.
  - i. At the district TCC meeting, there was mention of the possibility of creating a Canvas shell for every course. The committee was asked if it wanted to pursue this to begin in Summer 2018. It was also asked if it wanted to mandate/recommend/suggest that by the beginning of Summer 2018, all online and hybrid courses have to use Canvas and/or that all courses using a course management system have to use Canvas. For the latter two, the committee decided to develop statements by email, then vote on them at next month's meeting. The issue of creating a Canvas shell for every course is intermingled with the issue of merging courses and not violating FERPA. This will be directed toward the district TCC.
6. Online student services
- a. LPC continues to pursue the best possible solution to the issue of merging courses and sections but not violating FERPA. On the possibility of adding language to the student FERPA notice, Jeff

Lawes said that won't work because students' names and email addresses would have to be put into directory information, and the college doesn't even provide directory information.

Other possible solutions:

- i. Have faculty teaching merged or cross-listed courses go into People in Canvas, and for each student, enable the option to limit the student to see only students in their section.
- ii. Have District ITS adjust integration data to automatically enable the above option on a course-by-course basis.
- iii. Have all LPC courses set up automatically in Canvas, then have faculty merge and cross-list their own courses in Canvas. They would then have to perform either (i) above, or District ITS would have to perform (ii) above.

Scott presented possible pros and cons for each of the possible solutions. A question arose about whether the ability to send an email to a student in a different section constitutes a FERPA violation. That is unknown, but what is known is that according to the CCC's legal counsel, just seeing a student's name from a differing section is a violation. The committee decided to elevate this issue to the TCC since it affects both colleges.

- b. Chris Lee gave an update on online counseling. She said a decision hasn't been made to offer Cranium Café services to all students or just DE students. The more students, the more the cost. Cranium Café is paid through the end of February, and next year's contract is needs to be negotiated. The service will not

been publicly announced until a web page is created.

7. OEI updates

- a. The OEI has produced its first Canvas sample course based on the OEI Course Design Rubric. It integrates materials from Open Educational Resource provider OpenStax. This provider was selected over others because it is the furthest along in terms of web accessibility. The OEI is looking to add 25 more OER courses in the near future. The course was placed on our Canvas site, so if anyone wants to take a look, send an email request to Scott.

8. Goals for 2017-18. The committee discussed these, then voted unanimously to accept them (Vicky moved, Bill Komanetsky seconded).

- 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

9. DE Student and Faculty Satisfaction surveys

- a. The committee reviewed and discussed both surveys. Several changes were recommended.

10. Other issues

- a. At a recent division meeting, an online instructor reported that she was being treated disrespectfully by one of her students. She asked that the Academic Senate look into creating an online student code of conduct or modify the existing code for online course purposes. The committee was asked if it wanted to participate in this, take the lead, or not be involved. It decided that all that is needed are some minor modifications to the

current code of conduct to cover the online modality. The committee will recommend these modifications at its October meeting.

11. Adjournment: The meeting was adjourned at 12:15 p.m.
12. Next meeting: Oct. 27, 10 a.m.-noon.