DE COMMITTEE MINUTES

Jan. 25, 2019 | *10 a.m.* | Room 2410 and Cranium Cafe

Meeting Minutes

1. Call to Order
   a. The meeting began at 10:04 a.m.

2. Approval of November minutes
   a. Vicky Austin moved to approve, Paul Sapsford seconded. Minutes approved.

3. Updates
   a. A new link called Online GE & Degrees was added to the Online Learning web site. The link brings users to pages that show which online courses are offered in the CSU and IGETC requirements during a given semester. It also details any degrees and certificates that students can earn completely online.
   b. The TLC workshop schedule for the spring was released Jan. 23. It includes workshops on new tools Notebowl and Proctorio.
   c. The CCC Distance Education and Educational Technology Advisory Committee (DEETAC), which advises the state chancellor's office on DE issues, is working on defining online and hybrid courses so they are clear to all students using class schedules to select courses. Currently, its DE definitions match LPC's: online = fully online; hybrid = part online and part face-to-face. Those might change.

4. Course review
   a. On Dec. 12, the Academic Senate voted to approve our new charge and committee membership. Both went to the College Council on Jan. 24 for final approval, and the council approved the new charge but not the membership.
   b. On Jan. 23, the Academic Senate voted to approve our course design checklist and process. It acknowledged that these are

both subject to FA negotiations. The committee will need to create an implementation timeline.

c. Lisa Everett and Toby Bielawski have recently completed the Peer Online Course Review course conducted by @ONE/OEI. Scott and Wanda Butterly are participating in the current POCR course. They will not be reviewing LPC courses if our local POCR team gets established; Scott will work as the instructional designer to help remediate courses, and Wanda will check for accessibility and help faculty fix any issues.

d. @ONE/OEI's Course Design Academy will stop reviewing courses from scratch on April 22. After that, it will be up to our local POCR team to begin reviewing courses. Once courses are deemed aligned at LPC, they will be sent to the CDA for final approval.

5. Online Education Initiative

a. Four LPC courses—GEOL 12 by Ruth Hanna, PCN 10 by Chris Lee, and ANTR 1 and 2 by adjunct Karen Oeh—have been approved as aligned with the OEI Course Design Rubric. Nine other courses are in the review process. The 2018 OEI Consortium Agreement signed by LPC says we need to have 20 percent of our offerings approved for the exchange by Fall 2020. However, at its December 14 meeting, the OEI said it expects a good-faith effort on the part of colleges and will have its Academic Affairs team reach out to colleges "to help identify a mutually agreed upon target".

6. Canvas

a. Scott presented the pros and cons of automatically creating Canvas shells for every course at the Dec. 14 Technology Coordinating Committee meeting. He showed the TCC how

instructors merge courses in Canvas. Here is a link to a video he created that shows the process: https://youtu.be/MOevBp6c_u4

      i. If a change to the process is made, faculty would need to merge the courses and rename one course in Canvas. Chabot's COOL Committee has already said no to changing from the current process in Class Web. Adjunct instructors report that at every other college they teach, Canvas courses are created automatically. Scott is advocating the automatic creation of courses for several reasons, including the fact that he won't have to manually approve courses and manually code merged requests during weekends, holidays, and vacation days. He estimates that 60 percent of the merged courses requests done in Class Web are done incorrectly. He then has to manually clean up those mistakes and also answer loads of emails about the creation of Canvas courses. The committee decided that if faculty are to merge in Canvas, we create best practices in merging classes. The committee also wants to work with ITS to remove Scott from the course approval process.

7. Online student services

    a. The NameCoach and Notebowl tools have been installed in Canvas.

    b. As a result of the committee's discussion about Proctorio in November, Scott took the following course of action to prepare students and faculty about the possible use of this tool:

        i. Sent an email to Canvas instructors telling them that if they use Proctorio for the remainder of the Fall semester, they need to prepare their students adequately to

alleviate privacy and security concerns. He added that if instructors use Proctorio, they should use it for low-stakes quizzes or extra credit. Also, if students object to its required usage, student should be able to come to campus to complete an alternative quiz.

ii. Created a student Proctorio web page with its own Online Proctoring link in the main navigation of the Online Learning web site.

iii. Created a faculty Proctorio web page.

iv. Created a tutorial on how to install the Proctorio extension to Chrome and linked it from the above two pages.

v. Wrote Proctorio language that instructors can input into their syllabi or welcome letters.

vi. Added Proctorio language to the Canvas Model Course Template.

vii. Added Proctorio into the DE Handbook.

viii. Added Proctorio into the Online Learning FAQs web page page.

ix. Updated the Online Learning Privacy Statement web page.

x. Added a section on Proctorio in the Online Learning Orientation course.

xi. Consulted with Chris Lee to have information on Proctorio inputted into the LPC Orientation course.

xii. Included information about Proctorio in the email about online support services sent to all DE students.

xiii. Added information into the Online Course Development Program.

xiv. Added information into the beginning- and end-of-semester emails to Canvas instructors.

c. The committee wanted to find out if we could have a proctoring center at LPC and if students can use the Library or Tutorial Center computers to take exams. The Proctorio browser extension for Chrome will have to be installed on campus computers.

d. Student government representatives addressed the Academic Senate on Dec. 12 to complain about Proctorio. Their main complaint was that they felt Proctorio is an invasion of privacy.

e. Proctorio recently announced some new features:

i. If it detects a hardware issue with the test-taker's computer, it will display an icon right on the exam results page. This allows instructors to validate any claims of technical difficulties.

ii. Instructors can now save time by reviewing results from multiple exams all at once. They can also review results within a specified date range.

iii. When a test-taker leaves the room and becomes inactive during an exam, they are now flagged with the new "Leaving the Room" feature.

f. Proctorio said that in 2019, it will add a plagiarism-detection service and also the ability to allow student to take live, proctored exams on their own time. Whether these two features will be available to OEI colleges remains to be seen.

8. Accreditation

a. Seven instructors are participating in the Spring 2019 on-campus version of the Online Course Development Program: Barbara Zingg (BIO), Frances Denisco (HIST), Sebastian Wong (PARA), Tess

Brandt (ENG), Ameena Saeed (SOC), Paul Sapsford (KIN), and Irena Keller (PSYC).

b. The district Senior Leadership Team has tasked the Technology Coordinating Committee to make a recommendation on the issue of State Authorization. A small group has been formed to deal with this. Scott, Lisa Ulibarri from Chabot, and CTO Bruce Griffin comprise the small group.

9. DE plan

a. The committee was asked to prioritize the objectives that are slated to be addressed in Spring 2019. The committee decided to work on 10 items.

10. Spring Flex Day

a. This issue was asked which sessions it wants to offer at flex day. It decided to do another web accessibility session, along with a session on OEI rubric alignment.

11. DE Student Satisfaction survey results.

a. The committee reviewed the results of the annual survey. It was asked if there is anything that can be improved based on the results. One suggested improvement would be to get funding for Ally to help with web accessibility.

12. Other issues

a. The committee discussed online office hours and when they can be held.

13. Adjournment: The meeting was adjourned at 11:55 a.m.

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