



DE COMMITTEE MINUTES

Oct. 26, 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):

Bobby August (STEM)

Moh Daoud (STEM)

Vicky Austin (FA, adjunct faculty)

Maureen O'Herin (A&H)

Paul Sapsford (SLPC)

Kali Rippel (Library)

Members Present (non-voting):

Christina Lee (Counseling, co-chair)

Scott Vigallon (TLC, co-chair)

Rodrigo Saucedo (ASLPC)

Members Absent:

David Johnson (VP, Academic Services)

Amir Law (Dean, BHAWKS)

Barbara Chavez (A&R)

Meeting Guests:

None

1. Call to Order

- a. The meeting began at 10:01 a.m. Scott Vigallon announced that Barbara Chavez will be our A&R representative.

2. Approval of September minutes

- a. Bobby moved to approve, Moh seconded, minutes approved with one abstention.

3. Next meeting date

- a. Because of holidays in November and December, the committee decided to hold its final meeting of the semester on Nov. 30.

4. Course review

- a. Chris Lee presented a draft of the proposed course review process at the deans' meeting Oct. 17. VP of Academic Services David Johnson and deans were supportive. At that same meeting, Scott Vigallon presented a draft checklist of items to be reviewed in a new course. VP Johnson suggested that rationale of legal and accreditation requirements be added to the checklist. Scott added this. The committee will review the process and the checklist, and it will vote on them Nov. 30. After that, Chris will take them to the Academic Senate and give a general overview.
- b. The proposed new committee charge and expanded committee idea (one additional faculty per division) were discussed. A motion to approve the updated charge and expanded committee were made by Maureen, seconded by Moh, then passed unanimously. They now will be taken to the Academic Senate. The updated charge is: To explore and recommend policies, procedures, and tools to enhance student learning and services in the delivery of distance education offered through Las Positas

College. To review distance education courses and provide instructor feedback to match the academic rigor and excellence in face-to-face courses.

- c. Nine instructors attended Chris and Vicky Austin's Oct. 23 flex day workshop on What to Expect When You Submit Your DE Course to the OEI Course Design Academy. During the second hour of the session, the instructors participated in an OEI Course Design Academy informational webinar via ConferZoom.
- d. The committee viewed a worksheet in which CCCs noted whether or not they require training for their online instructors. Out of 52 colleges that participated in the worksheet, 43 require such training, 7 do not, and at two colleges, it varies by department.

5. Online Education Initiative

- a. Thus far, 6 courses have gone to OEI Course Design Academy for review.
- b. The OEI Course Design Rubric has been updated. Sections D and E on web accessibility have been combined, and relatively minor changes were made to Sections A-C. The rubric was sent to all current DE instructors Oct. 24.
- c. LPC's OEI team will meet this afternoon, and Kate Jordahl, the OEI's Director of Academic Affairs and Consortia, will participate. The committee was asked if it had questions it wanted to ask Kate.

6. Canvas

- a. The issues with merging classes was brought to the district Technology Coordinating Committee on Oct. 12. No decisions were made because more testing has to be completed.

- b. Canvas is working on its next generation quiz tool called Quizzes.Next. Canvas has yet to announce when this tool will have equal or better features than the current quiz tool. When it does, Canvas will announce an end-of-life for the current tool. The current tool will be ultimately be removed from Canvas, and Quizzes.Next will be the sole assessment solution. A TLC workshop on Quizzes.Next is scheduled for Dec. 4 from 2-3 p.m.
- c. Anthropology instructor Lucas Hasten is planning to pilot a third-party tool in Canvas called PeerGrade, which allows instructors to set up writing assignments and have students anonymously review submissions and give feedback. Maureen expressed interest in joining the pilot and will contact Dean Don Carlson.

7. Accreditation

- a. The committee discussed answers to the Accreditation Steering Committee's Standards Feedback Form, made some modifications, then will have Scott submit it.
- b. The ACCJC has changed its procedures for Substantive Change Proposals for DE. Based on answers provided in an application from the college ALO, it can approve programs with over 50 percent of its offerings at a distance very quickly. This happened Oct. 16 when the ACCJC approved 21 of our programs. However, ALO John Ruys said proposals will still have to be written.
- c. On an Oct. 19 webinar, the ACCJC VP Stephanie Droker said the accreditors will not monitor student-student interaction because it's only a state, not federal, requirement. She added that: 1) colleges decide what regular substantive interaction means; 2) accreditors will be looking at the previous semester's DE classes; 3) they will be looking for the "mean" ...if they see one bad class,

that doesn't mean all classes are bad; 4) they will only be looking at fully online classes.

- d. On Oct. 24, Chris and Scott presented the revised Distance Education Handbook and revised Canvas statements to the Academic Senate. The handbook and statements will be sent to faculty by the senate for feedback, then returned to the senate Nov. 13.
- e. Canvas administrators at Chabot and LPC have wanted to streamline the online evaluation process, essentially to take them out of the equation because faculty should be able to handle the setup themselves after some programming by ITS. District CTO Bruce Griffin said at the Oct. 12 TCC meeting that it might not be cost effective to do the programming. An alternative would be to purchase a tool, EvaluationKit, that works with Canvas to create student surveys. ITS will look into this tool as a possible solution.
- f. Two other flex day workshops were held, Making your Canvas Course Site ADA-Compliant and Regular, Substantive Interaction in Online Classes. Both had 12 attendees and went well.
- g. The district Technology Coordinating Committee discussed state authorization at its Oct. 12 meeting and how to handle all of the facets of this federal regulation. The recently departed Vice Chancellor of Educational Services was in charge of this. CTO Bruce Griffin said he would broach this issue with the district's Senior Leadership Team.
- h. Web accessibility—notably inaccessible PDFs being posted online—was also brought up at the above meeting and discussed. Neither college nor the district has a web accessibility plan. Bruce said he would also broach this with the SLT.

8. DE plan

- a. As per the committee's decision last month, Scott created strategic goals, placed items underneath them as objectives, prioritized the objectives, and included a timeline and responsible party. Kali recommended that a column be created that explains the justification for each item. Scott will add that. The committee discussed most of the items in the plan, which will be renamed DE Goals and Objectives. It will finish the rest Nov. 30.

9. Other issues

- a. None broached

10. Adjournment: The meeting was adjourned at 11:58 a.m.

11. Next meeting: Nov. 30, 10 a.m.-noon