



# DE COMMITTEE MINUTES

Nov. 30, 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)**

**Vicky Austin (FA, adjunct faculty)**

**Maureen O'Herin (A&H)**

**Kali Rippel (Library)**

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

**Christina Lee (Counseling, co-chair)**

**Scott Vigallon (TLC, co-chair)**

**Rodrigo Saucedo (ASLPC)**

#### Members Absent:

**Moh Daoud (STEM)**

**Paul Sapsford (SLPC)**

**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 10:05 a.m.

### 2. Approval of October minutes

- a. Bobby August moved to approve, Vicky Austin seconded, minutes approved with one abstention.

### 3. Course review

- a. Chris Lee and Scott Vigallon presented the updated charge and membership to the Academic Senate on Nov. 14. The Senate requested wordsmithing of the additional sentence to the charge. This was updated by Chris and Scott, then sent back to the senate Nov. 28. The additional sentence now reads: "To review distance education courses and provide feedback to instructors on how to align their courses to quality course design standards, in addition to legal and accreditation requirements." Previously, it was: "To review distance education courses and provide instructor feedback to match the academic rigor and excellence in face-to-face courses." The new charge and updated membership of two faculty per division will be sent to divisions for discussion Dec. 5. Chris will share talking points with faculty prior to that date. If all goes well, the charge and membership will be voted on by the Senate on Dec. 12.
- b. At its 2018 Fall Plenary Session on Nov. 1-3, the state academic senate passed the following resolutions:
  - i. Resolved, That the Academic Senate for California Community Colleges encourage local academic senates, through their curriculum committees and online education committees, to adopt the CVC – OEI Course Design Rubric for local use.

- ii. Resolved, That the Academic Senate for California Community Colleges encourage local academic senates to explore the development of local peer online course review.
  - iii. Resolved, That the Academic Senate for California Community Colleges recommend that local academic senates work with their colleges to develop a plan to identify resources so that faculty who wish to participate in local peer online course review may do so.
- c. Vicky reported that the FA will begin negotiations on several MOUs, including one on the OEI. She said the FA is asking for compensation for faculty who align their courses to the OEI Course Design Rubric and for faculty who become local Peer Online Course Reviewers.
- d. At our last meeting, the committee was asked to review the course review process diagram and the course review checklist. After much discussion on the course review process, the committee decided to make a couple of edits. Maureen O’Herin then moved to approve the course review process, Bobby seconded, and the committee voted to pass it. The process will next be taken to the Academic Senate. For the course review checklist, Vicky recommended that the items required in an online course’s syllabus be aligned to the items that have been negotiated into the syllabus section of the faculty contract. She will bring this to the FA. When she gets a resolution, the committee will vote on the checklist by email so it can be taken to the senate in conjunction with the course review process.

#### 4. Guided Pathways

- a. Interim VP David Johnson has been working on developing sequences in which students can complete their GE online. He has tasked Scott with creating web pages on the Online Learning web site that list the online courses offered each semester for each area of the CSU, UC, and IGETC requirements.
- b. LPC's online Sociology AAT degree is now showcased on Finish Faster Online (cvc.edu). It will also be publicized on the college's Online Learning web site.

#### 5. Online Education Initiative

- a. Notes from the Nov. 9 OEI meeting
  - i. If a student has a GPA below 2.0, the student is ineligible to take courses in the CVC Exchange.
  - ii. The CVC-OEI is building a dashboard on Finish Faster Online (cvc.edu) that will allow the system admin to see which colleges students taking LPC courses are coming from, along with being able to see which colleges LPC students are enrolled in.
  - iii. The OEI is working on a workplan for what to do with the one-time augmentation money given by the state. It is also looking at providing additional instructional design assistance to colleges.

#### 6. Canvas

- a. On Nov. 14, the Academic Senate voted to approve our statements about Canvas usage. Those statements were placed in the [DE Handbook](#), which was also approved by the Senate. The handbook has been linked to the Online Learning site.
- b. The District Technology Coordinating Committee has requested a list of pros and cons for automatically creating Canvas shells for every course. Scott has worked with District ITS to test the

ramifications of automatic creation. He shared the preliminary list of pros and cons with the committee. It will be discussed at the TCC, and it should eventually make its way to division meetings so faculty can discuss it.

- c. Canvas' next generation quiz tool called Quizzes.Next is not close to being completed. Therefore, a TLC workshop on it, scheduled for Dec. 4, has been changed to a session on the current quiz tool.
- d. Analytics BETA was installed by Canvas onto our production site. In order to use it, instructors have to make it available in the course menu by going to Settings - Navigation. Even after it is available, students will not be able to see it. [View instructions on using Analytics BETA.](#)
- e. ConferZoom is getting updated in Canvas on Jan. 7. Info was sent to Canvas instructors Nov. 29.

#### 7. Online student services

- a. The NameCoach pronunciation and gender ID tool has been tested on the Canvas test site. Because of naming conventions emanating from Banner, it did not work. NameCoach is creating a patch for us to make it work. VP of Student Services William Garcia and Student Success & Equity Project Director Nessa Julian were consulted on which FERPA settings to implement. According to William: "Given the sensitive nature of students' preferred names, gender identity, sexual orientation, etc. I would recommend proceed with caution. Perhaps we may want to begin with just providing this tool to faculty. Students can let one another know how they prefer to be addressed or how to pronounce their names." William added that he is open to further conversation about this matter. The committee was OK

- with William's recommendation decided that it wants NameCoach installed between the fall and spring semesters.
- b. Because of upcoming final exams and the cheating issue last year, Proctorio was implemented on the Canvas production site. Online training was provided to 13 faculty and staff Nov. 27.

At least two instructors have already used Proctorio, and its usage prompted an email from a student questioning our right to use the software. The email was forwarded to VP William Garcia, who handles such issues as student privacy. Scott informed William that the student's concerns about privacy and security would be discussed by the committee and reported back to him for guidance.

The student's email was shared with the committee, which empathized with the student. After discussing the situation, the committee wants an email sent to Canvas instructors telling them that if they use Proctorio for the remainder of the semester, they need to prepare their students adequately to alleviate privacy and security concerns. If instructors use it, they should use it for low-stakes quizzes or extra credit. Also, if students object to its required usage, they can come to campus to complete an alternative quiz.

The committee wants to prepare students better for when instructors use Proctorio by the spring semester. That includes having language written to place in syllabi and in welcome letters sent to students prior to online courses beginning. It includes language in a new web page for students, in the DE Handbook,

and on the Online Learning FAQs page. The language would include links to Proctorio support, along with its privacy and security pages.

It was reported that the instructor of the student who wrote the email decided not to use Proctorio for any real exams the rest of this semester; the instructor did create a Proctorio exam for extra credit.

William will also be consulted on a related issue: Proctorio's Privacy page has a line that, under the Childrens' Privacy section, says, "Our Services are directed towards adults who are of the legal age to access them in their respective jurisdictions." Middle College instructors have indicated they want to use Proctorio's lockdown browser features when giving exams in a lab setting on campus. According to the Proctorio rep, nothing is being recorded while using those features, and no personal information is being stored.

Some other notes about Proctorio:

- i. Chrome is the only browser that will work with Proctorio. If students use a different browser, they will be notified of this.
- ii. Faculty should put information about Proctorio into their syllabi and welcome letters in order to set expectations up front. The information should include support, options, and instructions.
- iii. Proctorio has best practices guides for faculty and students.

- iv. Use Proctorio with a low-stakes quiz at the beginning of the semester to make sure everything works.
  - v. If students have a weak internet connection, Proctorio will reach out to those students to troubleshoot. It can even email the instructor to tell the instructor what happened.
  - vi. Currently, Proctorio only works on desktops and laptops, not mobile devices.
  - vii. When instructors make students show ID prior to an exam, this is captured and put into the gradebook. This helps the college meet the accreditation standard on student authentication.
  - viii. When an instructor selects options to use with Proctorio, he or she can save it as a profile and access it in any Canvas course.
- c. The OEI financial aid consortium agreement was signed by Financial Aid Director Andi Schreibman and President Roanna Bennie, then submitted to the OEI on Nov. 13.
  - d. The OEI presented a webinar on NoteBowl on Nov. 7. NoteBowl is a tool that replaces the Canvas Discussion Board and Announcements with more of a Facebook-like interface. It does not include all of the features of the Discussion Board. A list of pros and cons of using NoteBowl will be created. The committee decided to have NoteBowl installed during finals week so instructors can test it out over the break. [View a 5-minute demo of NoteBowl.](#)

## 8. Accreditation

- a. An email soliciting faculty participants to the Spring version of the Online Course Development Program was sent Nov. 5. The deadline to reply is today. Six instructors and one administrator have expressed interest. Meeting day(s) and time(s) will be worked out.
- b. The annual DE student satisfaction survey was launched Nov. 1. A reminder email was sent to students Nov. 26. So far, 241 students have completed the survey. Results will be presented in January.
- c. CTO Bruce Griffin broached the topic of state authorization Nov. 26 at the district's Senior Leadership Team meeting. No word back yet on how that went.
- d. The LPC Tech Department was asked to install UDOIT onto a server so it can be used within Canvas. UDOIT checks the web accessibility of all pages in a Canvas course and gives a report on what should be fixed. Santa Rosa Junior College created faculty resources on using UDOIT. [View those resources.](#)

#### 9. DE plan

- a. As requested at the October meeting, Scott added the justification for each of the objectives under the new DE Goals. Justification for two of the items came from the state academic senate paper titled "Ensuring An Effective Online Program: A Faculty Perspective." The committee finished reviewing the rest of the items. The committee will begin working on meeting goals and objectives during the spring.

#### 10. Spring Flex Day

- a. This issue was tabled because of time constraints.

#### 11. Other issues

- a. None broached



12. Adjournment: The meeting was adjourned at 12:10 p.m.

13. Next meeting: Jan. 25, 10 a.m.-noon