



# DE COMMITTEE MINUTES

Feb. 22, 2019 / 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)**

**Moh Daoud (STEM)**

**Paul Sapsford (SLPC)**

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

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

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

**Victor Sandoval (ASLPC)**

#### Members Absent:

**TBA (VP, Academic Services)**

**Barbara Chavez (A&R)**

**Amir Law (Dean, BHAWKS)**

#### Meeting Guests:

**None**

1. Call to Order
  - a. The meeting began at 10:04 a.m.
2. Approval of January minutes
  - a. Vicky moved to approve, Kali seconded. Minutes approved.
3. Updates
  - a. The annual Online Teaching Conference takes place June 17-19 in Anaheim. Registration is \$325 through April 14, then it jumps to \$375. More details at [onlineteachingconference.org](http://onlineteachingconference.org).
  - b. The district's one-year license to access to the Blackboard archive server will end June 30. Since that server was set up, it has been accessed sporadically based on requests by faculty and by A&R. The main requests have been for information on students challenging grades and for specific pieces of content by instructors. A one-year renewal would cost the district \$40,000.
  - c. On Feb. 8, Scott, Chris and Vicky met with a Chabot faculty inquiry group to discuss how we do DE at LPC. Chabot was represented by Instructional VP Stacy Thompson, History instructor Michael Thompson, and Web Services Coordinator Christina Davis. Many topics were discussed, including LPC's DE structure and the OEI.
4. OEI MOU/POCR
  - a. The MOU that will guide LPC's work within the OEI Consortium has been signed by Interim Chancellor Ron Gerhard. Vicky explained the details to the committee. The MOU will be posted on the district and FA web sites. Key takeaways are that faculty will be compensated for the combination of aligning courses to the OEI rubric and offering them on the CVC Exchange. They will

- also be compensated for reviewing courses as part of the local POCR team.
- b. Since the College Council denied our efforts to add a second faculty member from each division to the committee, the committee was asked how the local POCR team will be set up. Ideas were discussed, but more discussion will be needed.
  - c. A POCR-themed newsletter was sent out to LPC on Feb. 19, and Chris addressed divisions about POCR on Feb. 20.
  - d. Flex day session titled CVC-OEI: Aligning courses to the OEI Course Design Rubric conducted by Chris, Vicky, and Maureen O'Herin was submitted to the Staff Development Committee.
  - e. @ONE has developed a [College Resources for Peer Online Course Review site](#). It is also creating a simplified self-check on the rubric with good explanations. Beginning April 22, course submissions for the Course Design Academy are to come from local POCR lead or designee. LPC's local process will be normed with the CDA process. Once done, courses will be expedited.
  - f. At the Jan. 25 OEI meeting in Sacramento, strategies mentioned to meet the 20% section threshold included looking at a cohort models, considering system-wide gaps, looking for courses with 508 compliance, and to consider making rubric alignment part of DE approval or training requirements.

#### 5. Course review

- a. On Feb. 5, Scott and Vicky met with FA rep Tom Orf about the conflict in the syllabus item of our course review checklist with the mandatory syllabus items in the faculty contract. The resolution was to add a line in the contract about other items that meet accreditation and legal requirements. Vicky told the

committee that this shouldn't be an issue because the article in the contract that deals with the syllabus is being revisited.

- b. The committee was asked how the course review process should be implemented. Several ideas were mentioned.
  - i. Send an email to all faculty, informing them of the review. In that email, let them know training is available, and a model course template is also available.
  - ii. Email deans and coordinators to remind them of the review while they are confirming teaching assignments.
  - iii. For online instructors hired very late, their courses will be reviewed retroactively.
  - iv. The committee can quickly review certain aspects of the course during its regular meeting. The instructor can come to the meeting to point things out or can attend via ConferZoom.
  - v. The first time this a review is done, it should be by the committee so everyone is on the same page.

#### 6. DE plan

- a. At last month's meeting, the committee wanted a top 10 list of objectives to work on this semester. Scott compiled a list of 17 objectives to be completed in Spring 2019 for the committee to prioritize. Several of those items have either been completed already or are currently being addressed. Because of that, no prioritization is needed.
- b. Scott also began working on a few objectives that centered around processes and shared those with the committee. He asked how to involve Admissions and Records in developing and approving these processes. The committee wants to invite Tamica Ward from A&R to our next meeting.

- c. The committee discussed online office hours and when they can be held. It decided to leave this issue alone.

#### 7. Canvas

- a. Canvas announced that the old Gradebook will be replaced for good this summer with the New Gradebook. Therefore, Chabot and LPC will enable the New Gradebook for all classes after the due date for faculty to submit grades for the spring. Also, with the enabling of the New Gradebook, there will be a new, optional feature called Final Grade Override that will allow faculty to input a different final grade than the one calculated by Canvas.
- b. Canvas announced that it has purchased e-portfolio vendor Portfolium. What the purchase means for OEI colleges is unclear at this time.

#### 8. Online student services

- a. Scott was asked by VP William Garcia to co-present with him on Proctorio at the April 24 Academic Senate meeting.
- b. On Feb. 4, Chris email William asking if Proctorio could be set up in the Assessment Center for students who might not want to be recorded at home. William said that before the Assessment Center could be designated a test proctoring site, more discussions need to be had on this topic. He deferred to Counseling Dean Elizabeth David to initiate further discussion.
- c. Victor Sandoval said the student government is forming a Proctorio task force that will survey students over the next two months, then use that data to craft a resolution. He added that the student government is planning to put information about Proctorio into the student handbook.

#### 9. Accreditation

- a. On Feb. 8, Scott introduced the web accessibility software Blackboard Ally to the district Technology Coordinating Committee, going over its benefits and costs. The TCC is scheduled to see a demo of Blackboard Ally and perhaps UDOIT at its March 8 meeting. CTO Bruce Griffin also said that at the next Senior Leadership Team meeting, he would seek a new joint task force on accessibility, with members to possibly come from the TCC and Educational Support Services Committee. Ally would cost the district \$72,000 the first year, \$45,320 the second year and up to \$49,522 in year 5.
- b. A March 19 flex day session on web accessibility has been approved. Scott and Wanda Butterly will conduct the session.
- c. @ONE is offering new, free, self-paced courses designed to teach faculty how to make content in the following programs accessible to students with disabilities: Microsoft Word, PowerPoint, PDFs, and Canvas. It also has a course in video captioning. Register on the [@ONE web site](#).

10. Other issues

- a. Maureen mentioned that in her OEI course review, she was told that accessible Word documents could be placed online without having to make them accessible PDFs. Scott replied that the head of accessibility for the state said that accessible PDFs are preferred because Acrobat Reader is ubiquitous and not all students have Word or a program that reads Word documents.

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

12. Next meeting: March 22, 10 a.m.-noon