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)
Rodrigo Saucedo (ASLPC)

Members Absent:
Amir Law (Dean, BHAWKS)
TBD (VP, Academic Services)
TBD (A&R)

Meeting Guests:
None

DE COMMITTEE MINUTES

April 26, 2019 | *10 a.m.* | Room 2410 and ConferZoom

Meeting Minutes

1. Call to Order
   a. The meeting began at 10:02 a.m.

2. Approval of March minutes
   a. Vicky Austin moved to approve, Kali Rippel seconded. Minutes approved.

3. Updates
   a. Student Sara Decker was selected the winner of the 2018-19 Online Student of the Year Scholarship. Sara is a 4.0 student from Tracy who earned A's in three online courses in Summer 2018 and in two online courses in Fall 2018. She is a participant in the LPC Honors Program and is looking to earn her degree in English with the goal of becoming a high school English teacher. Sara will be honored at the Annual Student Scholarship Ceremony on May 16. The scholarship is worth $300.
   b. The April 11 SmartShop workshop on Proctorio didn't happen because no students showed up.
   c. On April 4, Scott solicited faculty to participate in the Fall 2019 edition of the Online Course Development Program. Eight faculty responded.
   d. The District Technology Coordinating Committee wants to have a district-wide DE committee created because DE is taking up too much time at the TCC meetings. CTO Bruce Griffin said he would bring this up to the District Senior Leadership Team. It would need to be determined who would lead the new committee and to whom the committee would report.
   e. On April 3, the U.S. Department of Education's negotiated rulemaking committee came to agreement on issues regarding State Authorization for DE. The main takeaway is that college

now will need to determine the state in which the student is located, not necessarily where he or she resides, when enrolling in a DE course. Determining this, obviously, requires someone to contact the student at the time of enrollment, which isn't always easy if the student doesn't call the college back or return emails.

The next step is for the Trump administration to release the proposed rule changes. The department will then solicit public comments on the proposal before issuing a final ruling. The earliest the rules could go into effect is July 2020, though the implementation process could extend into 2021, after the next presidential election.

4. Canvas
   a. Scott emailed Canvas faculty April 8 to begin requesting shells for Summer 2019. In the email, he notified faculty that shells for Fall 2019 will be auto-created May 1. He told faculty that on May 1, he will send a link that shows faculty how to merge sections in Canvas. [Instructions are online](). The committee asked Scott to recommend naming conventions within the instructions.
   b. Chabot wants password-protected web sites because they were told that it's a Ferpa violation to see other faculty W numbers in Canvas. CTO Bruce Griffin said he will check into whether this is, indeed, a Ferpa violation. He also said that ITS is updating the Zone, which might be a possibility for faculty to share documents. MS Office 365, which ITS is researching, is also a possibility.
   c. Scott was asked to become a member of the OEI's Common Course Management System Advisory Committee and accepted. The CCMSAC will: 1) Serve as the conduit for the statewide users

of Canvas to present to the vendor high priority function and feature requests. 2) Partner with Canvas in informing the product roadmap to address identified needs of statewide users; and 3) Provide ongoing updates and vendor recommendations to the OEI Advisory Committee on Canvas-related activities.

d. Canvas has pushed back the date it will switch to the New Gradebook to Jan. 4, 2020. Faculty will be notified that they can still use the current Gradebook during the summer and fall. The switch will take place between fall and spring.

e. Because of low usage, the CVC-OEI said April 18 that Notebowl will go away June 30. Since that is in the middle of the summer session, Notebowl will be removed June 10. Faculty will be informed about this.

f. Nolan Howe from Follett was scheduled to address the committee about its decision last month not to add a Follett icon to the global navigation menu in Canvas. However, Nolan didn't show at the meeting.

g. The Academic Senate would like to create a proposal for the district to purchase Turnitin to use in Canvas. The committee was asked if it would like to make a recommendation that Turnitin be purchased. Maureen O'Herin moved that Turnitin, along with its companion product Authorship Investigate, be purchased. Bobby August seconded. Motion passed unanimously. Scott will let Senate President Melissa Korber know about the recommendation. Scott emailed Turnitin a few days ago, asking for pricing, but has not heard back.

h. Testing has been completed on speeding up the data loads into Canvas. Prior semesters were deactivated in Banner for the Canvas test site, which showed no negative consequences to

past courses and students. The speed of the data loads were increased. Deactivation of prior semesters will begin in the near future.

5. DE Institutional Survey

    a. The committee discussed and verified the answers for the annual CCC DE Institutional Survey, which is due May 24. Scott will send to VP Leta Stagnaro, and upon approval, will submit it online.

6. Course review

    a. The committee discussed when and how to begin the course review process. It will begin the fall with courses coming to the DE Committee. Because of this, Scott will send DE updates to the committee two days prior to the meetings in order to save time at meetings for course review. Faculty who teach online for the first time during the summer will have their courses reviewed retroactively during the fall.

7. OEI

    a. The FA's application to accompany the OEI MOU has been released and was discussed by the committee. It is available on the FA's web site and is linked from the LPC Online Learning site. The application is to be completed by faculty and turned into their dean before they get started updating their courses. One change made to the process is that faculty will be paid upon aligning their courses instead of when their aligned course is first taught.

    b. Chris Lee reported that faculty can still submit courses to the OEI Course Design Academy without going through the local POCR review, but the process has changed a bit. Faculty have to submit an abbreviated self-assessment checklist and a CDA participation agreement (e.g., that you agree to work on your course to bring

it into alignment). Then Chris will need to submit it on faculty's behalf (as the Campus POCR lead) so that the college can keep track of which courses have been submitted.

c. LPC is in the midst of completing its application for a CVC-OEI Improving Online CTE Pathways grant. The application deadline is May 1. We should find out if the grant is awarded some time in May.

d. Scott has been working with District ITS and the vendor Quottly to make sure LPC's courses are listed correctly on Finish Faster Online (cvc.edu). Our summer courses are on the site.

   i. The CVC-OEI's automated exchange cross-enrollment link has officially moved into production, and cross-enrollment is now in place linking Foothill and De Anza colleges. The OEI is working with the four Los Rios colleges to wrap up configuration and testing soon. The exchange can be accessed at cvc.edu/excel.

   ii. The Finish Faster Online site is also listing online certificates in addition to online ADTs.

e. The Michelson 20MM Foundation has funded a hub called OER Commons within OERCommons.org for all CCC to create, post, and share OER resources. Each college in the hub has its own group. OER Commons allows faculty to create and share resources outside of Canvas.

8. Accreditation

a. LPC's Regular Effective Contact Guidelines that the committee requested to be revised have not been updated. One reason is that the state's DE Guidelines, which are referenced in our REC Guidelines, are currently being updated. The state's Distance Ed and Educational Technology Advisory Committee is hoping to

wrap up its updates May 1 before sending out a draft for vetting. The draft will then go back to the state Chancellor's Office for approval, and this process most likely will take several months.

Another reason is that at the federal level, although changes were made to Regular and Substantive Interaction between the instructor and students, the changes still need public comment and won't go into effect for well over a year. The committee reviewed the proposed changes.

The DE Committee decided to update the LPC REC Guidelines when the changes to the state's DE Guidelines are complete. When the federal rules become permanent, it will update the LPC REC Guidelines at that point.

Members were then asked about the new mid-semester REC checklist that the committee last month requested to be revised. They were shown the changes that were made and decided that it should be sent out to DE instructors.

b. The committee was shown the revised DE evidence for accreditation for Standard 2. Scott asked the committee if two of the new items should be put into the DE Goals and Objectives spreadsheet:

   i.   Institutional reports on diverse and changing needs of students and resulting plans for developing or improving delivery modes, teaching methodologies, and learning support services.

   ii. Program reviews that disaggregate student learning assessment data and student achievement data by mode

of delivery. When achievement gaps are noted between delivery modes, program reviews include plans to improve teaching methodologies and/or learning support services in support of equity in success.

Since Maureen will be on the Program Review Committee next year, she will ask in the fall if questions on the current PR form relating to DE and IR data can be modified to include the two accreditation items. Scott will create verbiage to send to Maureen.

The DE Goals and Objectives spreadsheet was also revised, removing objectives for the defunct ACCJC document on DE.

9. Online student services

   a. An accessibility person from Santa Rosa Junior College presented and demonstrated UDOIT to the District TCC on April 12. All of SRJC's new courses go through an accessibility review on a 6-year cycle. SRJC fixes all Word docs, PDFs and PowerPoint files for its faculty. The college has a staff working on accessibility: a full-timer who works on the instructional side, a full-timer who works on the technical side and two students who go into live courses to make fixes. Those students have to sign a letter saying that they will only do fixes, and they have to go through FERPA training.

10. Other issues

    a. Approval of the minutes for today's meeting will be voted on by email so we can get them posted. Otherwise, we'd have to wait until our next meeting in August.

11. Adjournment: The meeting was adjourned at 11:51 a.m.

12. Next meeting: Aug. 23, 10 a.m.-noon