



DE COMMITTEE MINUTES

October 25, 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

- ❖ Implement the integration of all ACCJC standards throughout campus structure and processes.
- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Distance Education Committee

Members Present (voting):

Scott Vigallon (TLC, co-chair)
Christina Lee (Counseling, co-chair)
Melissa Korber (A&H)
Bobby August (STEM)
Paul Sapsford (BHAWKS)
Kali Rippel (SLPC, Library)
Toby Bielawski (Faculty at-large)
Vicky Austin (FA, adjunct faculty)

Members Absent:

Kristina Whalen (VP, Academic Servs.)
Amir Law (Dean, BHAWKS)
Frances Denisco (A&R)
TBD (ASLPC)

Meeting Guests:

None

1. Call to Order
 - a. The meeting began at 10:03 a.m.
2. Approval of September minutes
 - a. Vicky Austin motioned, Bobby August seconded. Minutes approved.
3. Updates
 - a. The Summer 2019 success rate of 79% in DE classes marked the highest such DE rate for any semester ever at LPC. The previous high was 78% set in Summer 2018. In addition, that 79% mark equaled the 79% success rate in face-to-face classes in Summer 2019, and this is the first time that has happened in any semester at LPC. The retention rate of 87% was two points below the rate for f2f classes. Finally, Summer 2019 marked the second summer in a row where the course enrollments in DE format were higher than enrollments in face-to-face courses (2,903 to 2,266).
 - b. LPC's POCR team has worked with the three instructors whose courses were reviewed by local POCR reviewers and compared to OEI reviews in order to remediate the discrepancies. LPC is now awaiting word on whether it becomes a Certified POCR College.
 - c. Turnitin has provided Scott with access to downloading all of the papers in VeriCite's database and to upload them into Turnitin's database. He began the process Oct. 23 with 978 papers from 2019. Completing the process will take a very long time.
 - d. Scott will join Chris Lee and fellow counselor Gabriela Discua for a web meeting with ConexEd to discuss the expansion of Cranium Café into specific Canvas classes as a pilot this spring. Students would have the ability to meet in real-time with a counselor directly from Canvas.

- e. The CVC-OEI is in the process of revising and revamping the Proctoring Network. OEI Consortium members have expressed an interest in expanding the network so that online students have free, convenient locations for proctored exams. The CVC-OEI is asking colleges to complete a survey that is designed to gather information regarding the potential expansion of the California Community College Proctoring Network. Currently, LPC does not offer online proctoring.
- f. Twelve instructors attended the Oct. 22 Flex Day session titled Making your Canvas Course Site ADA-Compliant, and 6 instructors attended Let's Review a Course Using the OEI Course Design Rubric.
- g. Canvas is offering a new Portfolium Network to be integrated within its system. According to Canvas, Portfolium is free to students, has unlimited storage, and students will have access for life. This online portfolio can be obtained after the system admin contacts Canvas. We would most likely need to get Chabot on board so all students in the district can use it. The system is similar to LinkedIn, and students would access it via their Profiles in Canvas. The paid version of Portfolium has more features, including the ability to assess outcomes via portfolios.
- h. Canvas' [New Analytics](#) functionality is now available in Canvas as an account-level feature option. You may recognize this functionality as "Analytics Beta"; however, it is now out of beta and available in production to replace the old course level analytics for the account. For a brief video overview, please refer to [October's Features Screencast](#) and skip to 2:03. As of now, New Analytics is scheduled to replace existing course-level analytics on March 21, 2020. This date is subject to change. It will most

likely be activated in our account in time for the Spring 2020 semester.

- i. A new Rich Content Editor is currently a feature option in beta but should be available as a feature option in production in November. For a brief video overview, please refer to [October's Features Screencast](#) and skip to 3:10. As of now, the new RCE is scheduled to replace the existing RCE for all Canvas customers on June 20, 2020. This date is also subject to change. No word yet on when this will be activated in our account.
- j. A new Microsoft Immersive Reader, which improves accessibility by allowing text-to-speech and making text more consumable inside Canvas by offering it in different sizes and colors, is currently a feature option in beta. This functionality only works in Pages (not discussions, assignments, etc). It is free for now, but there might be a cost in the future. [Microsoft Immersive Reader Comes to Instructure Canvas](#) blog post to learn more about the integration.

4. Follett

- a. Nolan Howe from the bookstore was scheduled to address the committee to explain why a Follett link should be placed in the global navigation menu in Canvas. However, he didn't show up.

5. Student and faculty satisfaction surveys

- a. Last year, the committee decided to review, and update, the surveys. Scott revised both and showed them to the committee. The committee made suggestions that will be implemented. The student survey will be launched Nov. 4. The faculty survey will be launched in early December.

6. Course review

- a. The Course Review checklist for non-OEI courses was revised to make it more streamlined and easier for reviewers to use. The committee finished the review for Irena Keller (PSYC 4) on the revised form. On Oct. 18, reviews were conducted Eric Yang (PHIL 1) and Jeffrey Weichert (CNT 51). The rest of the reviews for first-time instructors this Fall will be conducted in the coming weeks.
 - b. The committee discussed the post-review process. If an instructor's course passes the review, the DE Committee's faculty co-chair will inform the dean and the instructor. If the course does not pass review, the faculty co-chair will invite the instructor to work with Scott to remediate any non-web accessibility issues. If necessary, the co-chair will also invite the instructor to work with Wanda Butterly to remediate web accessibility issues. There will be no final check to ensure that the instructors actually made the necessary revisions to their courses.
 - c. The course review flowchart will be updated to show that it's the dean's responsibility to contact Scott with names of new DE instructors.
 - d. Thus far, there are 8 new instructors for Spring 2020: Ian Brekke, Traci Peterson, Kathryn Eigen, Dayna Turner, Antonella Vitale, Joshua Bollman, Dawn Pavon, and Valerie Connors. Chris will make initial contact with them this semester.
7. Auto-merging of Canvas courses
- a. Scott and Eric Stricklen of District ITS tested the auto-merging of officially crosslisted courses on Oct. 16 and 18. It worked well. There are two choices of how courses can look to faculty on their Dashboards. Both were shared with the committee. The committee chose the one in which all courses/sections are

combined into the Course Name. Faculty should be able to recognize that this is a crosslisted course because it will be lengthy with all of the courses combined. They can then change the Course Name and Course Code in the course's Canvas Settings.

The first step toward implementing this process is to get onto the Academic Senate agenda for Nov. 13, then present at divisions Nov. 20. The purpose is to inform faculty that auto-merging can be done and to determine if they want it done or not. If so, instructors can still use the following tools in merged courses to separate content, etc. by sections: Assignments, Discussions, Quizzes, Announcements, Gradebook, Settings (term dates), and the Attendance app.

8. Online Teaching Conference
 - a. Twenty-four instructors responded to Scott's email that said CTE money will pay for the first 15 to attend the Online Teaching Conference in June in Pasadena. Scott will send those names to Vicki Shipman.
9. SmarterMeasure
 - a. SmarterMeasure is the diagnostic tool within the Quest for Online Success Course that students can enroll. The committee viewed a few examples of what other type of data could be mined from SmarterMeasure aside from how many students took the diagnostic and how many completed it. The committee was asked if it would like to expand the use of the tool for any research reasons. It decided to send information to Karin Spirn (Program Review) and Rajinder Samra (Institutional Research) to see if either is interested.

10. Other issues

- a. Melissa Korber mentioned that she is currently taking the POCR Reviewer course through the CVC-OEI.

11. Adjournment: The meeting was adjourned at 11:45 a.m.

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