



DE COMMITTEE MINUTES

November 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

- ❖ 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)
Frances Denisco (A&R)

Members Absent:

Kristina Whalen (VP, Academic Servs.)
Amir Law (Dean, BHAWKS)
TBD (ASLPC)

Meeting Guests:

None

1. Call to Order
 - a. The meeting began at 10:03 a.m.
2. Approval of October minutes
 - a. Paul motioned, Kali seconded. Minutes approved.
3. Updates
 - a. On Jan. 9, the following Canvas changes will be implemented:
VeriCite will be removed, the New Gradebook will be enabled for everyone, New Analytics will be enabled for everyone and, the Microsoft Immersive Reader will be enabled for everyone. The new Rich Content Editor, which was supposed to be available soon as an option, has had its release pushed back by Canvas with no date given.
 - b. On Nov. 8, LPC received word from the OEI that it has achieved Local POCR certification. This will allow us to fast-track courses through OEI review. LPC is the third college in California to be POCR-certified. Congratulations to Chris Lee, the POCR team, and the instructors who allowed their courses to be reviewed during the certification process!
 - c. The student DE satisfaction survey was launched Nov. 4. The faculty DE satisfaction survey will be launched Dec. 3. As an incentive for faculty to complete the survey, they can enter a drawing to win a gift card to the Cheesecake Factory restaurant.
 - d. Vicki Shipman was able to come up with enough CTE money to fund all 24 faculty who expressed interest in attending the Online Teaching Conference to be able to go. Those instructors were notified and given the internal paperwork process to complete.

- e. The processing of student-submitted papers to VeriCite to the Turnitin database is coming along slowly. To date, 2,753 papers have been moved to the Turnitin database.
- f. Scott presented the issue of automatically merging officially cross-scheduled courses in Canvas to the Academic Senate on Nov. 13. He discussed the pros and cons and told the Senate that he and Chris will present the issue to divisions in February. He added that if faculty have good reasons not to implement this process, it will not happen.
- g. On Nov. 4, the ACCJC approved the following programs for Substantive Change in DE: Creative Writing (CoA), CyberSecurity (CoA), Global Studies (AA-T), Humanities (CoA), Communication Studies (AA-T), Early Childhood Development (CoA), Mass Communication: Journalism (CoA), Nutrition and Dietetics (AS-T).
- h. Canvas will host a one-day event for California clients called CanvasCon on Sept. 18 in Palm Springs. It also announced that it is working on adding multiple due dates to the Discussions tool.
- i. The revised Distance Education Guidelines for the CCCs are now expected to go to the CCC Consultation Council for approval in January, then to the Board of Governors for final approval in March.

4. Course review

- a. The committee reviewed Selena Troxa's PHIL 1 course.
- b. Since our last meeting, two courses have been reviewed: CMST 46 (John Perez) and CMST 1 (Tim Heisler), with two more (Natalie Kellner (CMST 1) and Susan Cumbo (HLTH 1) scheduled for December.
- c. For instructors whose courses were deemed "not ready," an email was sent to their dean with an explanation that the

instructor can work at his or her own pace, then let Scott know once the recommendations have been updated. Scott will confirm this, and if approved, Scott will notify the dean. A spreadsheet to track course reviews was created and will be sent to deans. Vicky Austin will check with the FA to see if it's OK to send the entire spreadsheet or just a spreadsheet based on divisions.

- d. The new process for late hires was presented to the committee and discussed.
- e. The committee was asked about doing reviews on the spring flex day since, so far, there are 7 new instructors scheduled to teach this spring. The committee is OK with doing reviews on flex days but will limit the number to three. Ideally, those reviews would be done in the semester prior to the courses being offered, but with so many first-time instructors this semester, there is no time to do any others until the spring.

5. Review of DE goals

- a. The committee conducted a cursory review of the DE goals to see what progress has been made. One goal that got discussed was the one about including DE in the college's student equity plan. A decision was made to invite the new equity coordinator, Sean Taylor, to our January meeting. The bulk of this agenda item was to be dedicated to processes involving A&R, but since the A&R rep was absent, this item was tabled.

6. Student support hub

- a. The new Student Support Hub at Mira Costa College was shown. The committee was asked if LPC should try to create something similar and discussed the possibilities. If so, the Library icon in the global navigation menu of Canvas would most likely be

replaced by a Student Services icon. The committee decided to put this issue on hold because of the effort it would take to build a Student Services hub and the amount of buy-in that would be needed from various departments throughout the college. It would be better if a grant could be obtained to fund this work.

- b. On Oct. 28, Scott, Christina Lee, and Gabriela Discua met with ConexED about piloting Cranium Café within a Canvas course for next fall. It also discussed the possibility of utilizing Cranium Café for the library and for the DE tech support desk. Greg Johns, who oversees the support desk, met with a rep from ConexED and decided that Cranium Café will not be used for that purpose. Christina mentioned that some Business faculty want to pilot using embedded counselors within their courses.

7. Accessibility policy

- a. The subject of creating a board policy and administrative procedures regarding accessibility was broached again at the district Technology Coordinating Committee. It was decided that a small group will research web accessibility policies in order to create comprehensive administrative procedures. The topic is supposed to be on the Dec. 13 TCC agenda.
- b. The committee was asked about the draft DE accessibility policy that Scott created and decided that it would be best to bring that policy to the district TCC rather than trying to get it approved locally.

8. SmarterMeasure

- a. Program Review Chair Karin Spirn said she is open to the idea of discussions with the DE Committee or the Institutional Planning and Effectiveness Committee to develop questions and determine what we are trying to learn from the data and why.

She added that she's open to including such information on next year's Program Review. The DE Committee decided not to pursue this issue.

9. Possible changes to model course and OCDP course

- a. Scott outlined some of the possible changes to the model course, including to the Start Here page, orientation module, syllabus, and module summaries.
- b. Scott presented his ideas on changing the web accessibility training portion of the OCDP course.

10. DE purchases

- a. Pronto sent an email Nov. 19 saying it has cut a deal with the CCCs to offer a basic version of Pronto for just \$1/FTE/annually for any college that signs before 2020. Also, an adjunct English instructor asked about the possibility of piloting a product called Hypothesis, which is a digital annotation tool that works with Canvas.
- b. The committee was asked about a process for dealing with requests for third-party tools put into Canvas. Scott mentioned that the Instructional Technology budget for the TLC has money typically goes toward funding professional development for Scott, Wanda Butterly, and Tim Druley. If professional development is skipped for the fiscal year, that money could possibly spent for other DE purposes. The committee did not want to use TLC funds for Canvas tools because that would not be sustainable. A better solution needs to be figured out.

11. DE outcomes

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

12. Other issues

- a. Bobby August said that his Math 40 online course filled up very quickly, and other sections need to be added to meet demand. However, there is resistance to that because success rates are lower in online Math courses than in on-campus courses.

13. Adjournment: The meeting was adjourned at 12:07 p.m.

14. Next meeting: Jan. 24, 10 a.m.-noon