



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):

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

Members Absent:

Scott Vigallon (TLC, co-chair)
Kristina Whalen (VP, Academic Servs.)

Meeting Guests:

Irena Keller (faculty)

DE COMMITTEE MINUTES

September 27, 2019 / 10 a.m. / Room 2410 and ConferZoom

Meeting Minutes

1. Call to Order
 - a. The meeting began at 10:07 a.m.
2. Approval of August minutes
 - a. Vicky motioned, Kali seconded. Minutes approved. One abstention.
3. Updates
 - a. A meeting took place Sept. 11 for interested faculty to get information on SCFF grants to create online degrees and certificates. Five faculty members participated. The following certificates were expected to be submitted as SCFF projects by the Sept. 20 deadline: Creative Writing, Music History and Cultures (new), Piano Teaching Fundamentals (new), EMS Leadership (new), EMS Supervisor (new), Adobe Creative Cloud Core (new), and Art History (new).
 - b. Scott met with Canvas and Eric Stricklen of District ITS, and we were told by Canvas that it is possible to automatically merge officially cross-listed courses. The issue arose due to the demand of merging the new non-credit courses into their credit counterparts. If this could be done automatically, that's a task faculty won't have to do. If this comes to fruition, 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. The automatic merging has not been tested yet.
 - c. CTO Bruce Griffin said he would look into hiring a student to move the district's 300,000 papers in the VeriCite database to the Turnitin database. No word yet on this progress.

- d. This is a reminder that the CVC-OEI's free online conference, Can•Innovate, takes place from 9 am-5 pm October 25. This online conference is designed for CCC Canvas users and will spotlight "emerging, creative practices shared by CCC faculty, staff, and administrators across our 114 colleges." Register at the Can•Innovate site.
- e. The committee's two proposals for Fall Flex Day were accepted. There will be a web accessibility session and a session that involves faculty in a mock CVC-OEI review of a course to determine if it is aligned with Course Design Rubric.
- f. LPC will wait for Pronto to sign its deal with the OEI before deciding whether to pursue using it or not.
- g. Barbara Zingg (BIO), Lyndale Garner (ECE), Jane Ayotte (BUSN), and Jeffrey Weichert (CNT) are participating in the on-campus version of the Online Course Development Program this fall.
- h. Christina Lee submitted LPC's first cohort of three DE courses to the OEI Course Design Academy, and a meeting was held Sept. 25 with CVC-OEI to discuss the results with our POOCR review team. For the most part, the review was positive. CVC-OEI found a few incongruities between their reviews of the three courses and LPC's reviews. The POOCR team will work with the three instructors whose courses were reviewed and make the necessary fixes. Once done, the courses will be sent back to CVC-OEI for verification. After that, LPC is hopeful that it will become a Certified POOCR College and, thus, be able to fast-track courses through CVC-OEI for approval.
- i. Student Services will pay for an extra 383 hours of NetTutor usage, which is expected to rise since we began automatically creating Canvas shells for every course.

- j. The new DE definitions that were presented last month were taken to VP Kristina Whalen, who said she would add them as an agenda item at an upcoming dean's meeting. The definitions are part of the new DE Guidelines, which are not expected to be finalized until the CCC Board of Governors meeting Nov. 18-19.

4. Course review

- a. Irena Keller presented PSYC 4 for the committee for the pilot course review. DE committee discussed that the course generally met the sections: 1) Getting Started and Syllabus; 2) Course Site Organization; and 3) Learner Support and Resources. For Learning Activities, Assessment & Evaluation methods section, the first sentence "Clear directions..." could be improved. We suggested providing just in time information about quizzes within the instruction box. For the Course Content Delivery section, the DE committee discussed whether or not any optional learning materials had to be listed as "optional." Irena mentioned that she used Scott's model template and he did not use the language "optional" for the Extend Learning sections. The DE committee also discussed that we could not review a course regarding accessibility statements. We discussed the need to revise the checklist; there aren't any boxes for Yes or No plus there is no room for comments. Someone asked if we needed to reference or link to the LPC Online Learning website. We thanked Irena Keller for showing her course to us.
- b. Vicky Austin asked what are the next steps? Discussed how specific recommendations and feedback would be provided to the faculty member only and the Dean would be informed only if the course is ready or not ready.

- c. There are seven other instructors teaching online for the first time this semester. How will their courses be reviewed? By whom? So far, there are at least three instructors who have indicated that will be teaching online for the first time in Spring 2020.

Discussed the possible process of asking instructors to create a course review shell and add 2 modules into that course review shell so that a DE committee member can be added into the course review shell and not in a live course. However, an instructor may not want to create a course review shell and add his 2 modules there. The DE committee members prefer to have the instructor present her/his course to the committee (similar to an instructor presenting to the curriculum committee). They appreciated the open discussion and ability to Q&A with the instructor. How can we do this when we only have 2 more DE meetings in Fall 2019? Suggestions included: 1) set time limit of only 1 hour; 2) certain items on checklist are straightforward--Yes and No items (e.g., unnecessary menu items are hidden...) and we do not need to spend so much time on them; 3) meet during the 2nd hour after the Town Hall meeting, the instructor can give a presentation; 4) Review instructor presentations during Flex Days. A few DE committee members discussed that they had to consciously make an effort to remember that this was not an OEI rubric alignment and make sure that the focus was solely on the checklist. This topic needs further discussion; no next steps at this time.

5. Online Teaching Conference

- a. According to Vicki Shipman, there is \$22,500 to send 15 people to the Online Teaching Conference, June 17-19, 2020, in

Pasadena. The committee decided that an email invitation should be sent out to all DE/hybrid faculty to gauge interest and give them a deadline to respond. If there are spots still available, then open it up to all faculty, staff, etc.

6. Accreditation

- a. Scott created a draft of the DE Accessibility Guidelines and a draft of the revised Regular Effective Contact Guidelines that were shared with the committee. (yellow highlights in the REC guidelines denote new verbiage). Both documents draw upon the new statewide DE Guidelines, which are not expected to be finalized until the CCC Board of Governors meeting either Nov. 18-19, or more likely, Jan. 13-14. There were some questions about the new language for the revised LPC guidelines such as "facilitate all discussions." Can we use "moderate" instead of "facilitate"? Also, there was some lengthy discussion regarding the "insufficient interaction" section and the examples provided there--how f2f courses have lectures and students do not necessarily interact with instructors afterwards.
- b. Due to the time spent on the course review, this is as far as we went on the agenda items.

7. Adjournment: The meeting was adjourned at 12:01pm

8. Next meeting: Oct. 25, 10 a.m.-noon