



DE COMMITTEE MINUTES

September 24, 2021 | 10 a.m. | ConferZoom

Meeting Minutes

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC Planning Priorities

- ❖ 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.

DE Committee Quorum: 5

Members Present (voting):

Scott Vigallon (TLC, co-chair)
Bobby August (STEM, co-chair)
Angelo Bummer (A&H)
Barbara Zingg (Faculty at-large)
Kali Rippel (Library)
Marina Lira (Counseling)
Toby Bielawski (A&H)
Vicky Austin (FA, adjunct faculty)

Members Present (non-voting):

Frances Denisco (A&R)

Members Absent:

Lyndale Garner (BSSL)
Kristina Whalen (VP, Academic Services)
TBD (PATH)
Stuart McElderry (Dean)
TBD (ASLPC)

Guests:

None

1. Call to Order

- a. The meeting began at 10:02 a.m.

2. Approval of August minutes

- a. Kali motioned, Barbara seconded. Minutes approved.

3. Course review

- a. Bobby led the committee in a review of Jennifer Farber's CIS 75 course. This also served as a norming exercise primarily for new members.
- b. There are still a handful of committee members who need to sign up for at least one course to review this semester.

4. Updates

- a. At the September 10 district Technology Coordinating Committee meeting, CTO Bruce Griffin said that ITS will put together an action plan for the upgrade of Zoom.
- b. LPC's Technology Department will be upgrading specific classrooms with HyFlex technology in anticipation of offering HyFlex classes in the spring. The plan is to pilot the technology this semester and also provide training on it, along with best practices for teaching with it.
- c. CTO Bruce Griffin said training on Office 365 will begin after the district fills its vacant training position. That training would presumably cover OneDrive, which can be used as a place to store past Zoom recordings, Canvas course exports, etc. Each user will have 1 terabyte of storage in OneDrive.
- d. The 2020-21 DE board report has been posted to the [DE Data, Reports page](#) on the Online Learning site.
- e. Canvas' annual conference, InstructureCon, will be held online October 7. Go to the [Instructure home page](#) to register. Faculty were notified September 20.

5. Accreditation

- a. The proposed revisions to state Title 5 language on Distance Education that were presented last month were approved by the state. Additional revisions regarding web accessibility have been proposed and still need to work their way through the approval process. Nevertheless, we can proceed—and Scott has proceeded—with updating the LPC Regular Effective Contact Guidelines.

- a. The first update was changing the title to LPC Regular and Substantive Interaction Guidelines since the state

has replaced the term regular effective contact (REC) with regular and substantive interaction (RSI) to align with terminology used at the federal level. A better title, however, is sought.

In the draft version of the updated LPC guidelines, most of the legal language reflects both the federal and state language since they have been aligned. The practical strategies from the current LPC guidelines were retained and used as examples for how instructors can meet the requirements. Examples from the WCET's article titled [Regular and Substantive Interaction Refresh: Reviewing & Sharing Our Best Interpretation of Current Guidance and Requirements](#) were also added.

The committee embarked on adding other examples. The draft will be presented at the October meeting to be finalized and voted upon.

6. CVC update

- a. At the September 10 district Technology Coordinating Committee meeting, CTO Bruce Griffin said he doesn't expect the CLPCCD to join the CVC Exchange in Spring 2022 because ITS needs to deal with the district's vaccine mandate (e.g. how to verify students are vaccinated). He added that Fall 2022 is more realistic for joining the Exchange.
- b. At some point in the future (near or not-so-near), the CVC-OEI will reach out to our college/district leadership to plan a meeting in which it will seek to move things forward. It is doing this with all CCCs.
- c. The CVC-OEI is hoping that colleges are able to earn "Fully Certified" POCR status, which will allow the CVC-OEI to only sporadically review courses that are approved at the local level. Colleges earn Fully Certified status by the quality of their reviews. When colleges are Fully Certified, the CVC-OEI will only review every third course for accessibility and every fifth course for sections A-C.
- d. The CVC-OEI is moving towards an "independent course alignment" program that allows an instructor who has a CVC-OEI-aligned course to share that course with another instructor who has at least one course aligned. Also, if an instructor has a CVC-OEI-aligned course at one college, and that same instructor is teaching that same course at another college he or she will have it automatically aligned.

7. Web accessibility

- a. The deadline to submit our flex day proposal for our session on training faculty on how to check their own courses for web accessibility is Sept. 28. Scott will write it up but sought the committee's ideas on how to structure the session and make it engaging, worthy of faculty time, and even fun. We will most likely begin with a fun quiz with prizes, then demo Pope Tech, then put participants into breakout groups with Wanda Butterly or a committee member supporting them while they are checking and fixing their content. Bobby, Vicky, Barbara, and Toby volunteered to join Scott and Wanda for the session.

8. 2021-22 goals

- a. Because of time constraints, this was tabled to October.

9. Canvas

- a. The New Quizzes issue was presented at the September 10 TCC meeting representatives from both colleges and the district would be aware of the issues surrounding this major upgrade of the current Quiz tool. Some angst was expressed if certain current features were not implemented in New Quizzes. However, nobody on that committee seemed to want to decide what the colleges' timelines would be for training. If New Quizzes is not postponed again—and Canvas holds to its published timeline—the DE Committee was asked how it wants to handle training and when it wants to give faculty the option of enabling New Quizzes in their classes.

Here is the possible upgrade path that Scott presented in August:

- a. Turn on New Quizzes as optional for instructors late in fall 2021 so they can begin to train.
- b. Keep New Quizzes on during spring 2022 so those who trained in fall can use it, and everyone else can get trained.
- c. Enable New Quizzes as the default once spring 2022 ends.

No objections were raised to the possible upgrade path, so Chabot will be contacted about utilizing the same path. The obvious concern is how to train all instructors in spring so they can be prepared to use New Quizzes in the summer and/or fall. This won't be easy.

- b. The issue of which option to enable for the New Analytics tool that allows instructors to view student attendance did not make the TCC agenda, as hoped for by our committee in August. Therefore, we should decide the criteria to be used to define attendance before bringing our choices to Chabot. Both colleges have to agree upon this. As a review, Canvas gives options to enable:
 - a. Course Access: Student views a page in a course (default)
 - b. Posts: Student posts a new comment to an announcement or a discussion
 - c. Assignments: Student submits an assignment. Note that if the submission type is “External Tool”, this will work for most third-party tools. But if a third-party tool only passes average grades back to Canvas, those assignment submissions will likely not be included in the Online Attendance Criteria.
 - d. Collaborations: Student loads a collaboration to view/edit document
 - e. Conferences: Student joins a web conference
 - f. Pages: Student creates a page
 - g. Quizzes: Student starts taking a quiz or submits a quiz
 - i. [Online Attendance FAQs](#)

Federal regulations say that counting student logins does not constitute attendance but that the student has to be academically engaged. Actively engaged means completing course activities, such as assignments, assessments, posting to discussion boards, etc.

The committee decided that it wanted to enable Posts, Assignments, and Quizzes to align with federal regulations. Chabot will be contacted since the criteria has to be set globally. Canvas has indicated that it is working on giving instructors the ability to set their own criteria within their individual courses.

10. Other issues

- a. None broached

11. Adjournment

- a. The meeting was adjourned at 12:01 p.m.

12. Next meeting

- a. October 22 at 10 a.m., ConferZoom