



# DE COMMITTEE MINUTES

April 22, 2022 | 10:00 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)  
Kali Rippel (Library)  
Toby Bielawski (Faculty at-large)  
Vicky Austin (FA, adjunct faculty)  
Lyndale Garner (BSSL)

#### Members Present (non-voting):

Frances Denisco (A&R)  
Barbara Zingg (STEM)

#### Members Absent:

Marina Lira (Counseling)  
Kristina Whalen (VP, Academic Services)  
TBD (PATH)  
Stuart McElderry (Dean)  
TBD (ASLPC)

#### Guests:

Nadiyah Taylor (ECE)

### 1. Call to Order

- The meeting began at 10:05 a.m.

### 2. Approval of March minutes

- Vicky Austin motioned, Toby Bielawski seconded. Minutes approved.

### 3. Updates

- Registration is ongoing for the Online Teaching Conference, which takes place June 29-July 1 in Long Beach. The regular conference price is \$399, with pre-conference workshops priced at \$100. [Register on the OTC web site.](#)
- Stockton resident Arica Steedley has been selected the 2022 Online Student of the Year scholarship winner. Arica, who is working toward her AS degree in Cybersecurity Network Administration, is a veteran of the United States Army, where she served as an Information Technology Specialist and plans to pursue a career in Computer Science. While at LPC, this mother of two participates in the Student Veterans Organization. She began taking classes at LPC in Summer 2020, and all of her classes have been online. She has a 3.79 grade point average.
- On March 28, Scott, Chabot Instructional Technology Coordinator Christy Davis, and District CTO Bruce Griffin met with Logan Murray, the Senior Project Analyst for the CVC-OEI to lay the ground work for the CLPCCD to integrate live seat counts into courses in the CVC Course Finder so students can see that number when searching for classes. This step is necessary before work can begin on making LPC and Chabot Teaching Colleges in the CVC Exchange. District ITS will need to do the Course Finder work. It will also then need to do the Teaching College implementation work.
- According to VP of Student Services, Jeanne Wilson, if there is a Canvas outage, the Ocelot text messaging system can, indeed, be used to notify students. Scott would contact the President's office, and someone there will use Ocelot to send out a message to students.

### 4. Course review

- Faculty gave an update on the status of their course reviews. The committee decided at its February meeting that if an instructor does not cooperate with the review, a copy of the course will be made, a committee member will review that course, and the dean will be notified that the instructor did

not cooperate. This will be done if a couple of instructors do not cooperate next week.

- b. Because synchronous courses are being reviewed, and the Course Review Checklist was created mainly for asynchronous courses, the committee was asked if a Not Applicable column should be added to the checklist for the fall semester. After a discussion, the committee decided to leave the checklist alone, but recommended that reviewers add appropriate notes to their reviews.

## **5. HyFlex**

- a. The Spring 2022 HyFlex training program kicked off April 14 and met again April 21. There will be two more meetings, to be held April 28 and May 5. Thirty-eight instructors registered for the training. Summer training dates have yet to be determined, but it is expected they will be announced May 2.
- b. Students and instructors in HyFlex classes in Spring 2022 will be surveyed about their experiences on May 2. Results will be presented to HyFlex instructors during Zoom meetings May 11 and 12. During that meeting, instructors can share their experiences with one another.
- c. The Summer Professional Development Workgroup was hoping to give faculty two days late this semester to test the new HyFlex classroom technology after it is installed and working, but that will most likely be delayed because of because of supply chain issues. If the equipment doesn't arrive until after the semester, the workgroup would like to host this "open house" at Convocation, which is scheduled to be held at LPC. Of course, the equipment has to arrive by then, also. If no new HyFlex classroom standard is created and classrooms outfitted with the new technology during the summer, HyFlex classes in the fall will just continue to use the Owl technology.

## **6. Proctorio**

- a. As a follow-up to last month's discussion on informing faculty about issues surrounding the use of Proctorio, Scott, Kali Rippel and Lyndale Garner agreed upon language to add to the faculty Proctorio page on the Online Learning web site. Several of the additions were culled from Contra Costa College's Guidance on Online Assessment and Proctoring Software. The additions were sent to Shawn Taylor, LPC's Director of Student Equity and Success, for review. Shawn approved the additions and suggested adding one or two links to the page. Two were added. The updated faculty

Proctorio page was posted, and faculty were emailed about it April 19.

## **7. DE contract items**

- a. At our March meeting, Vicky Austin said that all items regarding DE in the faculty contract will be reviewed and asked committee members to bring forth any items they want to be reviewed. A few items were broached, such as the 60-40 rule and specifics about teaching HyFlex courses.

## **8. Canvas**

- a. Instructure, the parent company of Canvas, announced April 14 that it has acquired Concentric Sky, the makers of the digital badging tool Badgr. Badgr will be rebranded as Canvas Badges. How this will affect the use of badges in the OCDP remains to be seen. Currently, instructors training in the OCDP receive a badge upon successful completion of each module, and they also receive an overall badge when they successfully complete the entire course.
- b. Scott emailed faculty on March 29, informing them that the Insights Report feature in Canvas Studio has been updated. According to Canvas, “these changes provide instructors with a holistic view of how students watch/engage with course videos and how it correlates to their student success.” In other words, you should have improved analytics when you want to see the impact of your videos.
- c. On April 20, Scott forwarded an email from the CVC, asking faculty to vote on their favorite Canvas improvement ideas. The CVC will bring these results to Instructure at an upcoming meeting.

## **9. Fall 2021 DE rates**

- a. DE rates for Fall 2021 were positive as evidenced by the retention rate of 82%, which was the highest ever for a fall semester at LPC. The previous high was 81%, achieved in both Fall 2020 and Fall 2018. The success rate of 70% for Fall 2021 was the second highest ever for a fall semester, trailing only the 73% mark set the previous year.

The committee was asked what, if anything, it can do to keep improving those rates. No ideas were mentioned.

- b. Breaking Fall 2021 DE courses down by modality, asynchronous courses had a success rate of 71%, followed by synchronous at 68%, and combination synchronous-asynchronous at 67%. Asynchronous courses also had the

highest retention rate at 83%, followed by synchronous at 81%, and combination synchronous-asynchronous at 79%. These rates were, on the whole, a bit lower than corresponding rates for Spring 2021.

#### 10. Review of 2021-22 goals

- a. The committee reviewed the goals for this academic year. Here are the goals and results:
  - 1) Goal: Participate in, and contribute to, training of faculty in the HyFlex method of teaching.
    - i. Result: Scott, Bobby August, Frances Denisco, and Vicky Austin participated in HyFlex training in Fall 2021. Barbara Zingg is participating in training in Spring 2022. Scott designed and is conducting the training in Spring 2022. Offered HyFlex sessions at both flex days.
  - 2) Goal: Develop a process to periodically review existing DE courses to ensure adherence to ADA requirements
    - i. Result: The committee decided that faculty would be trained to use Pope Tech to review their own courses. Faculty were offered training prior to Fall 2021, at both Flex Days and in TLC workshops both semesters.
  - 3) Goal: Prepare for the rollout of New Quizzes
    - i. Two workshops were offered during Fall 2021. None were offered in Spring 2022 because Canvas postponed the switchover from Classic Quizzes to New Quizzes until 2024.
  - 4) Goal: Update the LPC DE Interaction Guidelines
    - i. Result: This was completed in Spring 2022.
  - 5) Goal: Implement the New Analytics Attendance feature
    - i. Result: This was completed prior to Spring 2022.
  - 6) Goal: Integrate LPC Tutorial Center online tutoring into Canvas
    - i. Result: This was completed in Fall 2021.
  - 7) Goal: Offer additional Pronto training
    - i. Result: Offered Pronto-led workshops prior to and after start of Fall 2021, 3 TLC workshops in Fall 2021, 1 Pronto-led workshops prior to Spring 2022, 2 TLC workshops in Spring 2022, 1 workshop at each Flex Day, and 6 more throughout Spring 2022 conducted by Pronto.
  - 8) Goal: Increase the number of classes aligned with the OEI Course Design Rubric

- i. Result: Two courses were aligned during 2021-22.
- 9) Goal: Offer input to the District on third-party tools to enhance online learning.
  - i. Result: The committee's recommendation on tools to purchase for the next academic year was communicated to the District Technology Coordinating Committee.

**11. Other issues**

- a. The committee was asked if it wanted to meet in May. Our May meetings are during finals week, so we typically don't meet then. The committee will not meet in May unless there are major issues that need to be discussed.

**12. Adjournment**

- a. The meeting was adjourned at 11:20 a.m.

**13. Next meeting**

- a. August 26, 10 a.m., Room 2410 and ConferZoom