



# DE COMMITTEE MINUTES

February 25, 2022 | 10:30 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 (Faculty at-large)

#### Members Absent:

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

#### Guests:

None

### 1. Call to Order

- The meeting began at 10:33 a.m.

### 2. Approval of January minutes

- Barbara Zingg motioned, Kali Rippel seconded. Minutes approved.

### 3. Updates

- The DE Interaction Guidelines were presented at the February 9 Academic Senate meeting. They were scheduled to be sent to the divisions for feedback.
- Academic Services presented Scott with a list of 50 randomly selected asynchronous online courses taught in Fall 2021 that can be reviewed by the ACCJC. Scott inputted two ACCJC reviewers into these classes February 16. They will have access until March 1.

### 4. Committee Governance worksheet

- The committee was presented with the annual worksheet and decided to keep the reporting relationship, chairmanship, and term as it is currently. It decided to tweak the charge to include the support work it does to implement policies, procedures, and tools. The second sentence remained unchanged. The new charge is:

*To explore, recommend, and provide support implementing policies, procedures, and tools that enhance student learning and services in the delivery of distance education at Las Positas College. To review distance education courses and provide feedback to instructors on how to align their courses to quality course design standards, in addition to legal and accreditation requirements.*

Lyndale Garner moved, Toby Bielawski seconded, and the committee voted unanimously to approve the updated charge.

A change to the membership was discussed. Since Barbara Zingg is the second rep from the STEM division, she is really a non-voting member. The committee was told that if it gets consensus on making Barbara a voting member for the PATH division (since it has no rep on the committee), it could ask the interim PATH dean if this is OK for the rest of the year. The interim PATH dean will be consulted.

The committee reviewed the tasks completed for the year so far, along with the accreditation standards in which the committee can supply evidence.

## 5. Course review

- a. It was reiterated that all faculty committee members need to sign up for a course to review, and those who hadn't, did so during the meeting.

The MOU about pivoted courses states that faculty would begin the OCDP "with the goal of completing it during the spring semester, or, if the OCDP is not completed, completing a DE course review before the end of the Spring term."

Because of this, the committee was asked:

- 1) For the four instructors who indicated that they plan to complete the OCDP this spring, do we give them a deadline? If we don't, and they don't finish, there will be no time to do a course review.

The committee decided to give these instructors until the end of the semester to finish the OCDP. If they don't, their deans will be notified, and their courses will be reviewed next semester.

- 2) If instructor scheduled for a course review doesn't cooperate with us, can we do the review anyway?

The committee decided to review a copy of the course that only contains the content and no students. The dean will then be notified that the instructor didn't cooperate.

## 6. HyFlex

- a. The committee's HyFlex session on flex day March 8 will be one hour long and will include a brief overview, an update on training, a look at the current classroom technology, and reflections by HyFlex instructors Irena Keller, Kristy Woods, and Bill Komanestsky.
- b. The Summer Professional Development Workgroup met twice and has changed its focus from designing training to working with the tech department to ensure that the classroom technology is optimal for student learning. The colleges could not agree on a training plan since Chabot will be training faculty to teach in two modalities face-to-face (f2f) and synchronous online, while LPC has trained, and will continue to train, on those two modalities, plus

asynchronous online. According to Steve Gunderson, the technology is in the purchasing process, and he hopes to have a classroom set up in April so faculty can test things out and give feedback in case the setup needs to be tweaked. The final classroom setup will become the standard going forward.

- c. After consulting with Vicky and Bobby, Scott began designing HyFlex training for this spring. It will be delivered in all three modalities. He is hoping to be finished soon, or at least by spring break. He would like to offer the training after spring break. Training will consist of 4-5 live meetings that will most likely be one hour in length. Those who can't make the meetings can watch the recordings asynchronously. The training will be modeled after the training delivered to LPC by Brian Beatty from San Francisco State late last fall. Scott has also designed a model course template for HyFlex classes. He briefly shared both for the committee.
- d. One LPC instructor has expressed interest in teaching a bichronous class, that is, a class taught synchronously and asynchronous online with no f2f meetings. The committee was asked if it wanted to amend the hybrid definition that was approved last month.

It decided not to amend the definition and recommend to VP Whalen that such classes not be considered HyFlex because there are no face-to-face meetings. They can still be offered, but they should be offered as separate courses but officially crosslisted.

- e. This question was raised: Should faculty be allowed to merge HyFlex classes with other sections or classes? If the other sections are listed in the class schedule as being taught in the HyFlex modality or the other classes are crosslisted with the HyFlex class and is listed as HyFlex in the schedule, this shouldn't be a problem. If the classes don't fit into either scenario, it might be a problem. An example would be a synchronous or an asynchronous class being merged into a HyFlex class. This is a real possibility.

VP Whalen is recommending that faculty not do the above since we're just starting HyFlex and are still dealing with issues surrounding that type of learning, such as attendance accounting. The committee agreed. Scott will alert faculty about this in his beginning- and end-of-the-semester emails to them.

## 7. Canvas

- a. The committee's recommendation for the district to pay for all of the current tools we use on the STAC list, plus Canvas Studio, Hypothesis and Cranium Café, was relayed to the Technology Coordinating Committee at its meeting February 11. Since then, it was announced that Studio will be placed on the STAC list, but Proctorio will be removed. If we want to purchase Proctorio, we would have to do it outside of the STAC. The committee tasked Scott to alert the TCC to have the district purchase Proctorio. There was a discussion about using a different online proctoring service, but LPC is not ready to make a change in the very near future.
- b. Probably by the start of the summer session, Canvas will have a new support mechanism in place. It will consolidate our support links to a single non-editable link called "Canvas Support," rather than having individual links for every contact method. The rest of the help menu can continue to be customized. If clicked, this new link will open the Support Center on the right side of the screen. It will show past interactions with the Support Center, including guides as determined by which page the user is on. It will also provide the ability to ask a question to a new Virtual Assistant (chatbot). The Virtual Assistant will provide information from specific articles from our Knowledge Base. Scott will need to modify the current Knowledge Base to fit the parameters of the chatbot. If the request is more complex, users will still be able to contact Support via chat or ticket based on the individual's role. These three options will appear after responses are given by the Virtual Assistant, as well as at the end of any guides linked in the interface.
- c. Last month, it was reported that in the event of a Canvas outage, the new texting system Oselot could not be used to alert the campus community. After a discussion at the executive staff level, Oselot can be used for that purpose. The President's Office will send out the notification.

## 8. Other issues

- a. The CVC-OEI sent Scott another email this week about making more progress toward becoming a Teaching College in the CVC Exchange. Scott referred the CVC-OEI to District ITS.

LPC is one of 65 Home Colleges in the state, so our students can easily cross-enroll into courses at other colleges. Students from other colleges cannot cross-enroll into our

courses until we become a Teaching College. Frances DeNisco will send Scott data on how many of our students are cross-enrolling into courses at other colleges.

Vicky Austin reported that the CVC-OEI is transitioning statewide POER to local POER in an effort to increase the number of courses in the Exchange. In order to approve courses only locally, colleges have to earn certification. LPC has yet to earn it. The committee will discuss this further at its March meeting.

**9. Adjournment**

- a. The meeting was adjourned at 12:00 p.m.

**10. Next meeting**

- a. March 25, 10 a.m., ConferZoom