



DE COMMITTEE MINUTES

October 22, 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)
Lyndale Garner (BSSL)

Members Present (non-voting):

Frances Denisco (A&R)

Members Absent:

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

Guests:

None

1. Call to Order

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

2. Approval of September minutes

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

3. November/December meeting date

- a. Because the next two meetings fall on holidays, the committee decided to tentatively set Dec. 10 from 10:30-12 as the meeting day and time. If there's no compelling reason to meet, there will be no meeting that day.

4. Updates

- a. HyFlex training will take place over five days during November and December. An initial group of 20 instructors will participate. The training will be conducted by Dr. Brian Beatty, an Associate Professor of Instructional Technologies in the Department of Equity, Leadership Studies and Instructional Technologies at San Francisco State. There is a Flex Day session Oct. 28 for trainees. With a commitment to teaching Spring 2022, these instructors will be paid at the F-rate and agree to serve as a resource for any future HyFlex workshops. The classroom technology is being prepared by the LPC Technology Department.

5. Course review

- a. Members updated the committee on the progress of reviews that have not been completed.

6. Accreditation

- a. The state is working on adding web accessibility language to the revised Title 5 regulations on DE. The additions were shown to the committee, and the committee was asked if these proposed revisions should affect our LPC DE Interaction Guidelines since the additions don't affect interaction. The answer was no.
- b. Scott and Bobby met Sept. 30 to finalize the draft revisions of the LPC DE Interaction Guidelines. After the draft was finalized, the state made a proposed change to Section 55204 Instructor Contact:

Any portion of a course conducted through distance education includes regular and substantive interaction between the instructor(s) and students (and among students

~~where applicable~~ **as described in the course outline of record**), either synchronously or asynchronously, through group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, library workshops, telephone contact, voice mail, e-mail, or other activities.

The proposed change has to go through the review/public comment/approval stages before it becomes official. Because of this, the committee decided to postpone approving our LPC DE Interaction Guidelines.

- c. Academic Services is working on identifying all of the programs that offer at least 50 percent of their courses online to send to the ACCJC for Substantive Change approval.
- d. The Summer 2021 success rate of 76% was two percentage points lower than Summer 2020 and three percentage points off the LPC all-time high of 79% in Summer 2019. Prior to Summer 2020, LPC offered no synchronous or combination synchronous-asynchronous courses. The Summer 2021 retention rate of 84% was also two points lower than Summer 2020 and was four points lower than the LPC high of 89% in Summer 2018.
 - 1) Breaking Summer 2021 down by modality, combination synchronous-asynchronous courses had a success rate of 79%, followed by Synchronous at 77% and Asynchronous at 76%. Combination synchronous-asynchronous courses also had the highest retention rate at 88%, followed by Synchronous at 85% and Asynchronous at 83%. These rates were, on the whole, higher than corresponding rates for Spring 2021.
 - 2) Typically, the committee brainstorms ideas on improving rates, but since it did that two months ago and is discussing goals today, there is no need.

7. 2021-22 Goals

- a. Scott, Bobby, and Vicky met Sept. 30 to finalize the goals. Two more goals were added during the meeting. The committee decided, by acclaim, to adopt the goals. Here are the goals:
 - 1) Participate in, and contribute to, training of faculty in the HyFlex method of teaching.
 - 2) Develop a process to periodically review existing DE courses to ensure adherence to ADA requirements
 - 3) Prepare for the rollout of New Quizzes

- 4) Update the LPC interaction guidelines
- 5) Implement the New Analytics Attendance feature
- 6) Integrate LPC Tutorial Center online tutoring into Canvas.
- 7) Offer additional Pronto training
- 8) Increase the number of classes aligned with the OEI Course Design Rubric
- 9) Offer input to the District on third-party tools to enhance online learning.

8. DE student satisfaction survey

- a. The annual DE student satisfaction survey is scheduled to be launched December 1. One question was added near the top asking students in which modality is the majority of their classes. Question 4 was updated to include Covid as an answer choice. Pronto and Hypothesis were added as answer choices to question 13, and Pronto was added as a choice to question 14.

9. Web accessibility

- a. The group conducting the flex day session met Oct. 14 to plan the session. The session is scheduled for 10-11:50 a.m. Since there doesn't appear to be as many sessions offered in the past, there's a chance our session might get a lot of attendees. For that reason, additional help was sought, and Angelo and Lyndale volunteered to join Scott, Toby, Vicky, Bobby, Barbara, and Wanda Butterly as breakout room facilitators.
- b. At its meeting Oct. 8, the District Technology Coordinating Committee approved as a goal for this year developing a board policy and administrative procedures on web accessibility. It will also review the board policy and administrative procedures on Distance Education.
- c. Title 5 language on Regular and Substantive Interaction is being revised again, this time adding language on web accessibility. It was originally removed, but advocates were successful in getting the Board of Governors to agree to add it back in.
- d. As a follow-up to our September meeting, Pope Tech was demonstrated to ensure those conducting the flex day session will be prepared.

10. Canvas

- a. Scott emailed faculty Oct. 12 about training on New Quizzes. He will conduct demos and answer questions Oct. 27 and Dec. 2. Hands-on training will commence in the spring. A web

page has been set up on [New Quizzes](#). Scott again voiced his trepidation of this rollout when Canvas hasn't assured customers that all of the features will be ready and working properly.

- 1) Since this updated tool will affect the vast majority of instructors, the committee brainstormed ideas for training. Some possibilities: Spring Flex Day, separate workshops for creating quizzes and migrating quizzes, combine trainings with Chabot.
- b. After consultation with Chabot, the criteria that this committee agreed to last meeting on attendance for the New Analytics tool will be implemented between semesters.
- c. Canvas shells will be created Nov. 8, which is one week later than normal. This will give the scheduler more time to make changes based on HyFlex teaching.
- d. Next month, Scott will meet with Pronto about different ways to increase Pronto usage. Current usage reports don't give an accurate picture of how much the tool is being used. The committee had ideas on increasing usage:
 - 1) Conduct a Spring Flex Day training and sharing session.
 - 2) Have a faculty champion create enthusiasm.
 - 3) Frances is including a flyer in the spring schedule telling students to use Pronto.
 - 4) Increase publicity ahead of Dec. 8 TLC workshop on Pronto.

11. Other issues

- a. None broached

12. Adjournment

- a. The meeting was adjourned at 11:41 a.m.

13. Next meeting

- a. Tentative: December 10 at 10:30 a.m., ConferZoom