



DE COMMITTEE MINUTES

December 10, 2021 | 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)
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:

Jeff Zolfarelli (FST)

1. Call to Order

- The meeting began at 10:35 a.m.

2. Approval of October minutes

- Vicky motioned, Kali seconded. Minutes approved.

3. Updates

- Because of enrollment issues, LPC is planning to shift 60-70 spring on-campus courses to online courses.
- Registration is open for the annual Online Teaching Conference, which takes place June 29-July 1 in Long Beach. Cost is \$299. Registration for pre-conference workshops will be available in January. Info is on the [OTC web site](#).
- The annual DE Student Satisfaction survey was launched December 1. So far, there are 387 responses.
- The fourth of five HyFlex training sessions will be held this afternoon. Class notes in the spring schedule of classes have been updated with descriptions of HyFlex classes. Some instructors have chosen to teach on campus and asynchronously online only and not offer a synchronous online option. A [HyFlex Classes page](#) has been created, and it resides on the Online Learning web site and contains additional information for students.

Steve Gunderson told the Technology Committee on Monday that the technology put into HyFlex classrooms for the spring won't be the standard for all such classrooms. That standard will be worked on this spring as two mockups will be put together and brought back to the Technology Committee.

4. Course review

- Members updated the committee on the progress of reviews that have not been completed. Scott will create a list of possible courses to be reviewed in the spring.

5. Accreditation

- The CCC Board of Governors adopted the revised Title 5 regulations November 15, so our LPC guidelines should be ready to be approved...with one consideration: The Department of Finance and the Secretary of State still have to review and formally make the changes in the CA Code of Regulations. This is supposed to happen in January and is supposed to just be a formality.

- 1) The final revision of Title 5 that affects our LPC DE Interaction Guidelines was the addition of “or distance education addendum” in 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 as described in the course outline of record **or distance education addendum** where applicable), 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.*

- 2) The committee was asked if it wanted to vote on the LPC DE Interaction Guidelines to send them onto the Senate or wait until after the two aforementioned formalities take place. It decided not to vote on the guidelines today, and will revisit them January 28.

6. Spring flex session(s)

- a. There will be a spring flex session on Pronto that will be led by Pronto and English instructor Michelle Gonzales. The committee was asked about other possible sessions. The following were mentioned: HyFlex, New Quizzes, a session on regular and substantive interaction in preparation for courses getting checked for accreditation, and web accessibility. For web accessibility, the committee was reminded of its goal: Develop a process to periodically review existing DE courses to ensure adherence to ADA requirements. The committee decided to combine the interaction and web accessibility ideas into one session, and either lead or participate in a session on HyFlex. It decided to wait on New Quizzes until Canvas clarifies its timeline for implementation.

7. Canvas

- a. Kali Rippel addressed the committee about adding a library app into Canvas and have it automatically appear in the course menu of every class. The app from Springshare would associate subject-specific guides with courses in Canvas. If the library has no subject-specific guide for a class, there would be a general library research guide. The question isn't whether or not to install the app at the college level in Canvas, but it is whether or not it should become a default

link in each class' course menu. Scott provided reasons why it might be a better idea to allow faculty to enable the app if they want students to use it:

- 1) We are planning to add a new Penji app to the course menu that will show by default, and too many links is not good.
- 2) It might not be used by many instructors, and lots of them don't bother to hide links that are not used.
- 3) Library resources were put into the Student Support Hub.

The committee decided to pilot the app by installing it whereby it will appear as a default link in the course menu of every class beginning in the spring. Prior to the fall 2022 semester, it will evaluate whether to keep it there or allow instructors to enable the link themselves.

- b. The state's two-year license for CCCs to use Canvas Studio expires June 30, 2022. If the state doesn't fund Studio again, we might have to pay for it as part of our college's/district's STAC purchase, which includes other tools like Proctorio, Pronto, Turnitin, etc. Scott brought the issue to the attention of the district Technology Coordinating Committee at its meeting earlier in the day.
- c. Two New Quizzes workshops have been completed. As of today, Canvas is still planning to stick with its timeline of disallowing the creation of Classic Quizzes in July, which means that we would have to disallow that after the spring semester. However, Canvas did say that because of all of the issues with New Quizzes and all of the complaints from colleges around the country that it will consider pushing back its timeline.
- d. On December 6, faculty were asked if they have been using Pronto. This was an attempt to determine Pronto usage among them since Pronto does not supply that data. We might need the data to justify extending the Pronto license past June 30, 2022. So far, 23 LPC instructors have responded, and 17 use Pronto while 6 don't.
 - a. One of our committee's goals for the academic year is to offer additional Pronto training, so after a meeting with Pronto on November 17, two trainings were agreed upon and will be conducted by Pronto, along with English faculty Michelle Gonzales: January 14 from 10-11 a.m. and March 8, Flex Day, time to be determined. Pronto training will also be available

again within the Teaching and Learning Center's normal workshop schedule.

- b. When Canvas went down Tuesday morning because of the problem with Amazon Web Services, the following action was taken:
 - a. Faculty, administrators and others who use Canvas were notified. Faculty were asked to alert students via Class Web email and Pronto.
 - b. An announcement was placed at the top of the LPC home page.
 - c. An announcement was placed at the top of the Online Learning home page.
 - d. A post was made to LPC's official Twitter feed.
 - e. A post was made to the Online Learning site Twitter feed.
 - f. A post was made to the Online Learning site Instagram page.

In the future, should something similar happen again, students should be notified via the college's new text messaging system. Also, the District ITS and LPC tech department's help desks should be alerted. A question arose about whether a notification could be pushed out via the AlertU system.

Kali broached the idea of having something in place to alert students about how they can communicate with their instructors and classmates outside of Canvas if Canvas is down again for a significant length of time. This communication plan can be pushed out in different ways and posted in different places. Scott will write up a draft to bring back to the committee in January.

8. Other issues

- a. The committee was asked if it wanted to meet in January solely on ConferZoom or if it wanted to go back to its original practice of meeting in Room 2410 and allowing participation remotely. It chose the latter, and hopefully, the TLC will be equipped with Owl technology by then.

9. Adjournment

- a. The meeting was adjourned at 11:56 a.m.

10. Next meeting

- a. January 28, 10 a.m., ConferZoom