



DE COMMITTEE MINUTES

March 25, 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:

None

1. Call to Order

- a. The meeting began at 10:01 a.m.

2. Approval of February minutes

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

3. Updates

- a. Barbara Zingg will not be a voting member for the final two meetings of the semester because the idea of switching her status was not brought to the Academic Senate prior to yesterday's College Council meeting.
- b. According to A&R Director Tamica Ward and VP of Student Services Jeanne Wilson on March 23, it appears that we will not be able to use Oselot to text message students in the event of a Canvas outages. We'll have to wait to see if this changes again.

4. Course review

- a. Faculty gave an update on the status of their course reviews. Two reviews have been conducted. Neither instructor passed review and will be making the necessary revisions.
- b. One instructor changed her mind about completing the OCDP and wants a course review instead. Toby volunteered to review the instructor's course.
- c. Vicky mentioned committee reviewers at Chabot are being compensated for the course reviews they are conducting. They do many more reviews at Chabot than what we do in our committee. Reviewers at LPC do not get paid. Vicky said this will be an issue of contract negotiations. She added 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. One item broached was the 60-40 rule on teaching in the classroom and online. Members will try to come up with other items to bring to our April meeting.

5. HyFlex

- a. The committee's HyFlex session on flex day March 8 was highly attended, with 70 participants and seemed to be well-received.
- b. On March 16, faculty were sent an email about HyFlex training for the spring. The email included a signup link, and 35 signed up. Training will commence Thursday, April 14, and will be followed by sessions on the subsequent three

- Thursdays: April 21, April 28, and May 5. Each session will last one hour and cover different topics. The times will be determined after faculty give feedback to a poll that was sent March 22, to the registrants. The training will be delivered in all three modes, and faculty will be paid 8 hours at the F rate.
- c. The Summer Professional Development Workgroup met March 17 and wants to give faculty two days to play with the new HyFlex classroom technology after it is installed and working, so they can give feedback. The equipment has been purchased, but because of supply chain issues, its arrival has been delayed. The hope is that current HyFlex instructors can be there to answer questions about their experiences so far with all facets of HyFlex teaching. Part of the event should be Zoomed so others who can't make it can still participate. The next meeting for the workgroup is March 30.
 - d. Scott showed the training course that he has been designing.
 - e. Scott drafted student and faculty surveys for those taking and teaching HyFlex courses this spring, and the committee reviewed them. One suggestion was to include a question about support in the faculty survey. Scott will pick a day(s) to send the surveys out and also set a meeting with current HyFlex instructors so the survey results can be shared and instructors can share their experiences with each other.

6. Accreditation

- a. On March 18, Vice Chancellor Theresa Fleischer Rowland convened a meeting that was attended by VP Whalen and the DE Coordinators at both colleges to review proposed updates to AP 4105 Distance Education. Several updates were made, including updating the language to reflect recent revisions in Title 5 regarding DE. The committee was sent the changes to the AP and BP on March 23 for review. The revised BP and AP 4105 will go through the shared governance process prior to going to the board for possible approval. The committee was asked to provide feedback, and a question was raised about whether or not non-credit DE should be included in the BP and AP. That question will be redirected to VC Fleischer Rowland.
- b. On March 15, the ACCJC conducted a webinar called Changes in Distance Education Regulations that focused on what colleges are doing to ensure Regular and Substantive Interaction (RSI) in DE courses. This committee has wrestled with this question often, and the FA has always disallowed us from going into courses to review them for RSI. To comply with this area, we have relied on approving DE guidelines, providing trainings, reminders, checklists, and checking

courses during our course review process, the OEI review process, and the FA's instructor evaluation process. The colleges that presented in the webinar have systematic processes like having academic departments responsible for ensuring RSI in their courses or having faculty or college-wide teams check courses. We're apparently OK for the current accreditation cycle, but the committee was asked if this is a topic it wants to address again in the future.

- c. At the March 23 Academic Senate meeting, it was stated that the LPC Distance Education Interaction Guidelines that this committee approved don't have to be approved by the Senate since it includes state and federal regulations. Therefore, the guidelines have been posted to the Online Learning web site. One slight change has been made: In the State Regulations section, there's a phrase in parentheses that has been changed from "(and among students as described in the course outline of record or distance education addendum where applicable)" to "(and among students if described in the course outline of record or distance education addendum)".

7. Canvas

- a. The STAC purchase order form was released March 14 and included the following tools that our committee has recommended that the district purchase: Ally, NetTutor, and Pronto. It included Turnitin with its VeriCite product, not the product we've been using called Similarity. Apparently, Similarity will have to be purchased separately through the CCLC. The order form also included information about a new program called STARTE, under which Proctorio and the GIS software ESRI can be purchased. We would also have purchase Cranium Café, and Hypothesis directly with those vendors. An updated STAC order form was released March 18 along with an announcement saying that Canvas Studio will be fully funded by the state for all CCCs through June 30, 2023.
- b. At the March 11 district Technology Coordinating Committee, Nathaniel Rice, the DSPS Director at Chabot, said there is evidence that Proctorio is racist because students of color show up more as cheating in its results. He asked if the colleges could investigate other proctoring tools such as Honorlock. The committee discussed the issue at length and came up with the following plan, which will be worked on by Scott, Kali Rippel, and Lyndale Garner:

- 1) Make faculty aware of the issue by developing language that those who use Proctorio can share with students.
- 2) Create guidelines for Proctorio usage.
- 3) Ask Shawn Taylor, LPC's Director of Student Equity and Success, to review the language and guidelines.
- 4) Post the language and guidelines to the faculty Proctorio web page.
- 5) Direct faculty to the web page.

8. Local POCR

- a. As Vicky Austin reported last month, the CVC-OEI is transitioning statewide POCR to local POCR in an effort to increase the number of courses in the Exchange. In order to approve courses only locally, colleges have to earn certification. According to our POCR rep from the CVC-OEI, the criteria for Local POCR Certification is submitting 2 courses that do not require any revisions in Sections A-D after first pass by its reviewers.
- b. The Independent Course Alignment program invites faculty with aligned courses to share with other faculty. If adopting faculty members have aligned another course of their own or completed the CVC/@ONE Online Teaching & Design Certificate, they can get a "Quality Reviewed" badge in the CVC Exchange.

9. Other issues

- a. The CVC-OEI is working on a ZTC indicator and search filter in the Exchange that will allow students to see for which courses they won't have to pay for books.
- b. A meeting with the CVC-OEI on Monday will hopefully jump start the process of LPC and Chabot becoming Teaching colleges in the CVC Exchange. The first step is to integrate live seat counts into courses so students can see that info when searching for classes.
- c. We'll decide at the April meeting if we will meet in May. Our May meetings are during finals week, so we typically don't meet then.

10. Adjournment

- a. The meeting was adjourned at 11:37 a.m.

11. Next meeting

- a. April 22, 10 a.m., ConferZoom