



DE COMMITTEE MINUTES

October 28, 2022 | 10:00 a.m. | Room 2410 and Zoom

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)

Barbara Zingg (faculty-at-large, co-chair)

Bobby August (STEM)

Kali Rippel (Library)

Lyndale Garner (BSSL)

Toby Bielawski (A&H)

Marina Lira (Counseling)

Vicky Austin (FA, adjunct faculty)

Members Present (non-voting):

Frances DeNisco (A&R)

Stuart McElderry (Dean)

Members Absent:

Kristina Whalen (VP, Academic Services)

Andrew Cumbo (PATH)

TBD (ASLPC)

Guests:

None

1. Call to Order

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

2. Approval of September minutes

- a. Barbara motioned, Kali seconded. Minutes voted and approved (one abstention).

3. November/December meeting date

- a. Because of the holidays in the next two months, the committee decided to meet just once, on December 2.

4. Updates

- a. Andy Cumbo has joined our committee as the representative from the PATH division. Also, Scott was alerted by the President's Office that the committee can move Toby from the faculty member at large position to the A&H rep position since Angelo Bummer is not on the committee this year. Also, Barbara can move into the faculty member at large slot since she had been the second STEM rep and now becomes a voting member.
- b. At its October 14 meeting, the district Technology Coordinating Committee (TCC) indicated that it will try to figure out what to do with requests from users to install Zoom apps. There are thousands of apps, but we need to make sure that if we allow installation of Zoom apps that these apps are ADA- and FERPA-compliant. CTO Bruce Griffin said a meeting among Zoom admins will be scheduled to begin this process.
- c. The TCC discussed what to do about the Ally-Pope Tech issue and decided to maintain the status quo of using Ally for the students and using Pope Tech for faculty. Wanda Butterly said that the CCC Accessibility Center is planning to fund an expanded Pope Tech tool beginning next fiscal year, and this expanded tool will include administrative features like Ally has, whereby Canvas admins would be able to collect data on course and college accessibility usage. She also said there will be a web site that students can access that provides alternative formats to instructor documents, similar to what Ally provides to students. If Pope Tech ever transitions from a service that is free to colleges to one that is paid, we can always just implement the faculty and administrative features of Ally.
- d. The TCC would like to disable the ePortfolios tool in Canvas after this semester, if not sooner, because of the discovery of

hacking in this tool. Students using ePortfolios would be notified and told to download their content and that they can use the newer Folio tool in Canvas, which is also an eportfolio tool. Scott will work on this issue with Chabot.

- e. A meeting was held September 27 for the two VPs of Academic Services and the two DE coordinators at each college to further discuss implementation of the CVC Exchange with District ITS. The first step toward becoming a Teaching College is to implement live seat count integration into the exchange so prospective students can see how many seats are available in a course. Apparently, work on that won't begin until the Banner software tool called Ethos is upgraded October 29. The CVC's deadline to get the seat count integration done in time for Spring 2023 registration is November 8. Our district is trying to get on the CVC's project list for them to help District ITS with the implementation work for becoming a Teaching College.
- f. Steve Gunderson reported at the October 3 Technology Committee meeting that his team is working with Academic Services to move classes around so a mockup classroom of HyFlex technology can be built. The mockup classroom will be Room 1004. Currently, there are 20 classrooms outfitted with Owl technology.
- g. The October 20 Flex Day session titled Interaction in your Online Courses was drew 22 participants. The session titled Making your Canvas Course Site ADA-Compliant drew five participants.

5. Course Review

- a. Scott was not able to get a course to review together as a committee. Still, members need to sign up for a course and get together with the instructor to complete the review.

6. 2022-23 goals

- a. The committee was asked which of the following goals it wanted to get started on and when:
 - 1) Increase the number of classes that are aligned to the OEI Course Design Rubric.
 - i. The committee decided to encourage faculty by offering a Flex session on getting courses aligned, featuring the benefits of aligned courses in a newsletter. It was reiterated that faculty will not be compensated for getting their courses aligned, so other incentives need to be publicized, such as increasing

- enrollments in low-enrolled courses, aligned courses not subject to bumping, adjunct faculty courses are automatically aligned at LPC if they are aligned at another college, faculty courses are automatically aligned if an aligned instructor allows a different instructor to teach that course.
- 2) Develop recommendations or procedures/guidelines for student access to courses once a term ends.
 - i. Scott will develop recommendations, then bring them back to the committee for review.
 - 3) Prepare for the rollout of New Quizzes.
 - i. This has been pushed back because Canvas announced October 26 that it has removed the June 30, 2024, deadline to migrate from the current Classic Quizzes tool to New Quizzes. This committee agreed last year to begin preparing for New Quizzes in January 2023. With no more deadline, the committee was asked when it should begin preparing for the transition. The committee will wait until January 2024 to revisit a plan to roll out New Quizzes. Chabot will have to be on board.
 - 4) Develop a process for deciding what to do with content in a Canvas course belonging to an instructor who no longer is teaching that course.
 - i. Scott will develop a process, then bring it back to the committee for review.
 - 5) Publicize the minimum standards for DE instruction.
 - i. This can be accomplished through a Flex session and a newsletter item.

7. Canvas

- a. Canvas shells for Spring 2023 are scheduled to be created on November 4. Scott will be gone the week of November 7.
- b. On September 29, Scott, VP of Student Services Jeanne Wilson, and Counseling Dean Joel Gagnon met with Canvas to explore Canvas Credentials, which is a digital badging program. Student Services is interested in awarding badges to students who complete milestones, such as earning 15 units or 30 units, in order to increase motivation. It's also interested in integrating badges with Guided Pathways. If Student Services wants to pursue Canvas Credentials, additional discussions will be needed.
- c. Guided Pathways is hoping to use Canvas to place all students into courses that have information about their

respective pathways. There would be nine courses, one for each of the 8 pathways and one for undecided students, all based on students' majors. The aim is to launch these courses by the beginning of the Fall 2023 semester. Guided Pathways is working with Scott and District ITS to make this happen. There are issues that need to be resolved, though, including how to automatically switch students between courses if they change their majors and how to keep the courses FERPA-compliant.

At the district TCC meeting, an LPC instructor brought up Guided Pathways and Canvas. There was a concern expressed by one of the Chabot people that there might be FERPA violations if students in these courses are able to see and communicate with each other since these aren't official classes.

This raised the issue about the other non-instructional courses that might not be FERPA-compliant. Admissions Director Tamica Ward, who is also the college's FERPA officer, has been consulted on this issue. The problem arises when students are involuntarily added to non-instructional courses in Canvas, and they can see and/or communicate with other students. If students choose to be in the course, there is no problem.

A solution to the problem would be to move the courses in which students were involuntarily added into a subaccount, and disable tools that allow students to see and/or communicate with other students, including Pronto. These courses would only present information to students.

For the courses into which students agreed to be added, those courses would stay in the current subaccount and would have all of the permissions that regular classes have. Other courses in this category include those with only faculty, staff, and/or administrators enrolled.

For the above plan to work, every person with the role of Teacher in non-instructional courses that have students would need to be notified of potential changes before any work begins on implementing the changes. Perhaps a good time to implement changes is between semesters. Scott will work on this.

8. Satisfaction surveys

- a. A review of the DE faculty satisfaction survey was conducted, and the committee decided to change the focus to an Online Learning faculty satisfaction survey. Since the vast majority of faculty use Canvas (even for on-campus courses)—and there are many more modalities and variations of modalities—the survey should be broadened. Those who don't teach DE can skip DE-only questions (including HyFlex). Scott will work on revising the survey, which will hopefully be launched in the spring.
- b. The committee reviewed the results of the student and faculty HyFlex survey from Spring 2022. The results were very positive.
- c. Rajinder Samra said that the question on the DE student satisfaction survey that asks “Have you HEARD OF or USED these services online?” can be removed because he uses the same question on the survey his office launches every two years. The answer choices of Proctorio and the Student Support Hub can be moved into Question 6. Scott will take care of this prior to the student survey being launched December 5.

9. Zoom

- a. On October 12, Barbara and Scott participated in a webinar on a product called Class, which is a tool that adds a bunch of features on top of Zoom. It is used for synchronous online learning. The cost would be \$45K the first year, then \$40K each year after that. The committee was asked if it wanted a demo by the vendor or if it just wanted to participate in a Class webinar titled Active Learning Methods that Transform the Online Classroom on November 9 at 10 am. It is unlikely that this tool will be purchased because, according to VP Whalen, there are only 25 synchronous online courses scheduled for the spring, and it's hard to justify such a high cost.

10. Other issues

- a. Vicky mentioned that the changes to the DE faculty evaluation process that were added to the new FA contract will go into effect in spring 2023. She added that future revisions might be made and invited any feedback to be brought to the FA.
- b. Frances said that she attended a state chancellor's office webinar on financial aid fraud and online fraudulent enrollments. She said that this has become a big problem statewide and that faculty teaching online need to be aware and should take steps to minimize this fraud, such as

dropping students who do no work early in the semester and asking critical thinking questions early in the semester. This issue will be placed on the January agenda for further discussion.

11. Adjournment

- a. The meeting was adjourned at 11:50 a.m.

12. Next meeting

- a. December 2, Room 2410 and Zoom