



# DE COMMITTEE MINUTES

August 26, 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)  
Bobby August (STEM, co-chair)  
Kali Rippel (Library)  
Vicky Austin (FA, adjunct faculty)  
Lyndale Garner (BSSL)

#### Members Present (non-voting):

Frances DeNisco (A&R)  
Barbara Zingg (STEM)  
Stuart McElderry (Dean)

#### Members Absent:

Toby Bielawski (Faculty at-large)  
Angelo Bummer (A&H)  
TBD (Counseling)  
Kristina Whalen (VP, Academic Services)  
TBD (PATH)  
TBD (ASLPC)

#### Guests:

Wanda Butterly (TLC)

### 1. Call to Order

- a. The meeting began at 10:04 a.m.

### 2. Approval of April minutes

- a. Vicky Austin motioned, Kali Rippel seconded. Minutes approved.

### 3. Committee makeup/selection of faculty co-chair

- a. Members were welcomed back to the committee. There are vacancies from Counseling, PATH, and the ASLPC.
- b. Barbara Zingg was unanimously selected as faculty co-chair.

### 4. Updates

- a. A meeting was held June 22 to again discuss LPC and Chabot's becoming teaching colleges in the CVC Exchange. A representative from the CVC was joined by reps from District ITS, Scott Vigallon, and his counterpart at Chabot. Prior to becoming a teaching college, the district has to integrate live seat counts into the Course Finder on the cvc.edu web site. The CVC rep said he wanted that integration done by September.
- b. The move from statewide administration of ConferZoom to local administration of the new TechConnect Zoom subaccount began August 4 with the migration of all district users to TechConnect Zoom. It was followed the next day by integration of TechConnect Zoom and Student Connect into Canvas. A problem was encountered while trying to create the new vanity URL that would be seen in the link of all Zoom meetings in the district. That issue still has not been resolved.

Kali asked if Zoom apps could now be installed since administration of Zoom is being done locally. Scott answered yes, but added there is no process yet for determining which apps should be installed. Any apps would be available to both colleges. Scott said he broach this topic with the district Technology Coordinating Committee.

- c. The annual LPC Distance Education report was completed in July and sent to the board. It will most likely be on the board agenda for approval on September 13. Once approved, it will be posted on the Online Learning web site.
- d. On June 13, 40 programs were approved for Substantive Change by the ACCJC. The specific programs can be accessed at the Online Learning web site's [Accreditation page](#).

- e. On June 21, BP 4105 Distance and Correspondence Education was approved. Also on that date, BP 3725 Information and Communication Technology Accessibility and Acceptable Use was approved.
- f. On June 9, LPC's Peer Online Course Review, or POCR, program was named a certified Local POCR college through the CVC. LPC was previously certified in late 2019, which allowed the team to review and align courses to the CVC's Course Design Rubric, then fast-track these courses through the CVC's review process. Since then, the CVC updated its criteria for certification, and with the college now meeting that standard, it no longer has to send its courses to the CVC for approval after it approves courses. Also on June 9, five courses approved for aligning to the OEI Course Design Rubric.

#### **5. DE contract language**

- a. Vicky Austin gave an update on new language pertaining to DE instruction in the tentative faculty contract. The contract includes language on HyFlex instruction and training, but Vicky said that because HyFlex is so new and evolving, the language will evolve, too. For the first time in the district, the language includes specific guidelines for quality DE instruction, and Vicky added that the guidelines—in one form or another—will be alluded to in the new Observation of Instruction form that will be part of the evaluation process. One big change is that instructors will no longer be paid for aligning their courses to the CVC-OEI Course Design Rubric. The committee engaged in a robust discussion of the above issues, along with other issues concerning the contract language.

#### **6. Course review**

- a. VP Whalen said she is going to work with the divisions to identify which courses should be reviewed by the committee.
- b. The committee was asked if the course review checklist should be changed to include only language in contract. This led to another lengthy discussion, this time about the worth of the checklist if faculty can choose to not engage in the review process and if the guidelines for quality DE instructions will be alluded to in the new Observation of Instruction form. Since the contract language does not detail the committee's review process, members felt the committee should revisit its process. Ideas were floated, and in the interest of time, the committee decided to continue

this discuss at its September meeting.

**7. Web accessibility**

- a. With the district renewing the Ally license, the committee was asked if Ally's tools for faculty and system administration should be enabled (the student tools are already enabled). Those tools have been disabled because a robust training program would be needed, and it wasn't known if the license would be renewed. Since LPC and Chabot installed the Pope Tech tool last year, and Ally and Pope Tech are somewhat similar, the committee was asked what it wanted to do.

Before that, though, Instructional Technology Specialist Wanda Butterly explained the differences between the two products and answered questions. The committee discussed the two products, but did not make a recommendation. Wanda could not show a demo of Ally because the faculty and system admin tools are not enabled in Canvas. We could ask Ally to do a demo to the committee. Since both colleges would have to agree to any changes, it was decided to bring this issue to the district Technology Coordinating Committee.

**8. Fall Flex Day**

- a. The Fall Flex Day is October 20, and the committee was asked what, if any, sessions it wanted to conduct. Typically, there is a session on web accessibility and one on regular and substantive interaction. The deadline for proposals is September 20. The committee asked Wanda to do a session on accessibility, and Scott, Barbara, and Bobby August volunteer to lead a session on DE best teaching practices/cool things instructors are doing. The latter session requires getting instructors to participate and share.

**9. HyFlex**

- a. This item was tabled because of time constraints.

**10. 2022-23 goals**

- a. This item was tabled because of time constraints.

**11. Canvas**

- a. This item was tabled because of time constraints.

**12. Spring 2022 DE rates**

- a. This item was tabled because of time constraints.

**13. DE student and faculty satisfaction survey changes**

- a. This item was tabled because of time constraints.

**14. Other issues**

- a. Bobby shared an article about a U.S. district judge ruling that Cleveland State University violated a student's Fourth Amendment rights protecting U.S. citizens against "unreasonable searches and seizures" by asking the student to submit to a virtual room scan taken before his online test as a proctoring measure. The student was in his bedroom using the proctoring software Honorlock.

Scott will add a link to this article the faculty Proctorio page on the Online Learning web site. The site already discourages faculty from using the recording features of Proctorio.

**15. Adjournment**

- a. The meeting was adjourned at 12:05 p.m.

**16. Next meeting**

- a. September 23, Room 2410 and maybe Zoom