



DE COMMITTEE MINUTES

September 23, 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)
Kali Rippel (Library)
Lyndale Garner (BSSL)
Toby Bielawski (Faculty at-large)

Members Present (non-voting):

Frances DeNisco (A&R)
Barbara Zingg (STEM, co-chair)
Stuart McElderry (Dean)

Members Absent:

Marina Lira (Counseling)
Angelo Bummer (A&H)
Vicky Austin (FA, adjunct faculty)
Kristina Whalen (VP, Academic Services)
TBD (PATH)
TBD (ASLPC)

Guests:

Nadiyah Taylor (BSSL)

1. Call to Order

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

2. Approval of August minutes

- a. Bobby motioned, Kali seconded. Minutes voted and approved (two abstentions).

3. Updates

- a. Twenty-five faculty members completed HyFlex training over the summer, bring LPC's total to 78. Thirty-eight HyFlex sections have been scheduled for this fall, and all are in classrooms that have Owl cameras. According to Steve Gunderson, LPC will hopefully have a mockup classroom with new equipment installed by the end of September. Faculty, including those from Chabot, will be invited to test the equipment and give feedback. Owls most likely will still be used again in Spring 2023. HyFlex training for this fall will take place in October. Eleven faculty have signed up for that training.
- b. The "Blackline" version of the new Faculty contract Tentative Agreement was sent to faculty September 20 and includes not only new and revised language for Distance Education, but also new and revised evaluation forms for online instruction. All of that is posted on the district web site. According to Vicky, the new forms and processes will be implemented in Spring 2023.
- c. There is still no vanity URL for Zoom meetings. The link still contains us06web.zoom.us; it is supposed to change to clpccd-org.zoom.us at some point.
- d. The issue of installing Zoom apps did not make it on the September 9 Technology Coordinating Committee agenda. It has been requested to be put on the October 7 agenda. If we allow everyone to install apps, there will possibly be security, privacy, and accessibility concerns with some of the apps. If approval is sought to add apps, who will vet the apps? Zoom apps appear to be specific to the user and not to the entire account, so an app can only be used by that user during a meeting.
- e. A meeting has been set up for September 27 for the two VPs of Academic Services and the two DE coordinators to further discuss implementation of the CVC Exchange with District ITS. Entrance into the Exchange was not included in either the LPC, Chabot, or District technology plans for 2021-2026 that

were presented to the TCC on September 9. Once that was noted, CTO Bruce Griffin said he would add it to the plans.

- f. The 2021-22 DE Report to the Board of Trustees was approved as an information item September 13 and is now posted to the [DE Data, Reports](#) page on the Online Learning site.

4. 2022-23 goals

- a. The committee discussed possible goals for this academic year and decided to implement the following:
 - 1) Implement the Zoom subaccount.
 - 2) Implement Student Connect appointment system in Canvas.
 - 3) Investigate the feasibility of purchasing, and utilizing digital badges for instruction and professional development.
 - 4) Support the campus in successfully meeting the requirements of accreditation Core Inquiry 1.
 - 5) Increase the number of classes that are aligned to the OEI Course Design Rubric.
 - 6) If Ally is fully implemented, lead the faculty training efforts to learn the software.
 - 7) Develop recommendations or procedures/guidelines for student access to courses once a term ends.
 - 8) Prepare for the rollout of New Quizzes.
 - 9) Conduct DE course reviews to meet the FA contract language for DE.
 - 10) 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.
 - 11) Publicize the minimum standards for DE instruction.

5. Course review

- a. A list of courses to be reviewed by the committee was compiled and posted onto the Google spreadsheet so members can sign up for one. The committee wanted to review one course together at our next meeting, so Scott will work on this. The committee decided to continue using the regular checklist to review courses and for members to help the instructor being reviewed to remediate any areas that are lacking. This should be done in preparation of the instructors' official FA evaluations.

6. Web accessibility

- a. Chabot has indicated that it wants to keep Pope Tech installed in Canvas and not enable the faculty and administrative features of Ally. As mentioned last month, the benefit is that nothing changes for faculty, and they don't have to learn how to use Ally. The drawback is that we're already paying for Ally. Since this is a district decision, the committee wants the district TCC to broach this topic.

7. Fall Flex Day

- a. Proposals were submitted for a web accessibility workshop by Wanda Butterly and a session on interactive lesson plans led by Scott, Bobby, and Barbara. Three instructors have volunteered to present.

8. Canvas

- a. Last year, the committee decided to add a Library Resources link to the course menu of every class, and after one year, to reevaluate whether we want to keep it there. Kali Rippel showed usage data by course and said that the link had been used over 5,900 times. She added that it has even been used by students in non-instructional courses like the Quest for Online Success readiness course. The committee decided to keep the link where it is.
- b. Canvas was down for roughly 30 minutes September 21. During that time, most of the Canvas Outage Communication plan that the committee developed last year was implemented. By the time the President's Office was contacted about texting all of the students, Canvas had identified the issue, and a fix was implemented five minutes later.
- c. On September 13, an email was sent on the state's Chief Information Systems Officers' listserv stating that the "CVC and the Chancellor's Office have recently become aware of a potential attack that could allow bad actors to post spam pages within Canvas's ePortfolio functionality, without completing the local student registration process." Scott was forwarded this email September 16 and was told by a CVC rep that hackers from India and Pakistan have been accessing college Canvas systems by creating an account on the @ONE Canvas system, and because there is a "trust relationship" that lets those on the @ONE system access courses on college systems, the hackers are adding themselves to college classes through self-enroll links that are posted on college web sites.

Three self-enroll links were found on the LPC web site that

were soliciting students to enroll in non-instructional courses. Those links were removed. There was another found on a web site that is affiliated with LPC but is not in the college's content management system. The instructor for that site was notified and removed the link.

The CVC recommends removing ePortfolio from Canvas, but that isn't so easy because students have been using that tool. As of September 16, there were 90 students who have last updated their ePortfolios in 2022. The committee was asked what it should do about ePortfolios, keeping in mind that both colleges would have to agree on a possible solution.

It recommended that students should be informed that ePortfolios will be going away by a specific deadline, that they should download their content before the deadline, that they be given alternatives to store their content. Since this is a district decision, the committee wants the district TCC to broach this topic.

9. Success/Retention rates

- a. In Spring 2022, the success rate was 71%, a three-percentage point drop from the previous spring. However, the retention rate of 85% equaled the highest ever for either a fall or spring semester at LPC, previously set in spring 2019. Here are the success rates by modality: asynchronous 72%, synchronous 65%, combination synchronous-asynchronous 67%, HyFlex 77%. HyFlex courses had the highest retention rate at 88%, followed by asynchronous at 86%, combination synchronous-asynchronous at 81%, and synchronous at 80%.
- b. In Summer 2022, the success and retention rates equaled the second-highest rates ever at LPC, coming in at 78% and 87%, respectively. The highest summer success rate is 79% in Summer 2019, and the highest retention rate is 89% in Summer 2018. Here are the success rates by modality: asynchronous 77%, synchronous 76%, combination synchronous-asynchronous 81%. Asynchronous and combination synchronous-asynchronous had the highest retention rates at 88%, followed by synchronous at 80%.
- c. The committee was asked what, if anything, should be done to improve those rates, and three things mentioned were adding HyFlex courses, continuing training on Hyflex instruction, accomplishing the goals set forth today.

10. Satisfaction surveys

- a. The committee reviewed the DE student satisfaction survey and made several revisions that will be implemented prior to the survey being launched in early December.
- b. A review of the DE faculty satisfaction survey was tabled because of time constraints.
- c. A review of the results of the student and faculty HyFlex survey from Spring 2022 was also tabled because of time constraints.

11. Other issues

- a. None broached

12. Adjournment

- a. The meeting was adjourned at 12:00 p.m.

13. Next meeting

- a. October 28, Room 2410 and Zoom