DE Committee Minutes

November 22, 2024| 12:00 p.m. | Room 2410 + Zoom

Meeting Minutes

1. **Call to Order**
   a. The meeting began at 12:02 p.m.

2. **Review and approval of agenda**
   a. Barbara moved to approve the agenda, Lyndale seconded. Agenda approved.

3. **Approval of October minutes**
   a. Lyndale moved to approve the minutes, Barbara seconded. Minutes approved.

4. **Public comments (3 minutes):**
   a. Catherine Suarez and Nick Alvarez, LPC instructors, attended due to interest in campus conversations about AI.

5. **Reports**
   a. KK - Districtwide Accessibility Taskforce had 1st meeting 11/15. Will meet monthly; currently working to identify:
      i. Content that needs remediation to align with pending standards, like webpages, PDFs, and Canvas content
      ii. Training and communication needed to facilitate accessibility remediation
   b. KK - TCC met 11/8 and discussed:
      i. Plans to become CVC Teaching College this spring
      ii. Reminder about Zoom storage limits memo: effective October 1, 2025, all Zoom recordings created before July 31, 2024, will be deleted from user accounts. Deleted recordings will be stored in the Zoom "trash" folder for 30 days, during which they can be retrieved. However, after this grace period, recordings will be permanently removed and inaccessible. The TCC encourages instructors to save recordings they wish to keep to OneDrive, as Canvas and Studio have their own storage limits.
      iii. Shifting from Class Web to My Portal for SP 25. Login still a challenge; Tim will be helping clarify instructions.
      iv. KK for AB: starting to see interest pick up in POCR. Working to track down info about funding, forms, protocols. KK and AB will be attending a joint CVC-DECO meeting on 12/2.

DE Committee   Quorum: 5

Members Present (voting):
Kathleen King (TLC, co-chair)
Barbara Zingg (faculty-at-large, co-chair)
Lyndale Garner (BSSL)
Richard Dry (A&H)
Thanh Thao Nguyen (adjunct faculty)

Members present (non-voting):
Angelo Bummer (A&H)
Stuart McElderry (Dean)

Members Absent:
Bobby August (STEM)
Barbara Chavez/Jeff Lawes (A&R)
Nan Ho (VP, Academic Services)
Vacant (PATH)
Vacant (Library)
Vacant (Counseling)
Vacant (ASLPC)

Guests:
Catherine Suarez
Nick Alvarez

6. **Old business**
    a. DE leadership transition
        i. KK - Scott has officially retired as of 10/31; she is up-and-running with Instructional Technology Coordinator responsibilities.
        ii. Committee discussed DEC Membership and vacant positions. Faculty choose committees at the end of the Spring term, and confirm in August. Many committees have vacancies – some divisions small; number of committees has grown while retiring faculty haven't been replaced
    b. Course Review
        i. TN – instructor of course to review is applying for equivalency (BEOI w/ CCCD)
        ii. BA couldn't make it today; will follow-up
        iii. KK looking into options for one place to check who has completed what required DE training…right now ITC has a list of OCDP completers, Hyflex completers and course review completions, but not clear where list is for instructors who've applied for equivalency…need to do some digging > hope to consolidate.
    c. New features and tools in Canvas
        i. KK - Discussion Checkpoints is a feature Canvas had planned to turn on for everyone 11/16; got pushback about timing and functionality. Now looks like this will be a feature option launched in January...lots of great options, like the ability to set multiple due dates for discussion boards to make all parts of the process clearer to students...some things not as ideal > rubrics will no longer auto-populate grades for instructors who used this feature. KK will send out instructions once there is clarity from Canvas and run workshops.
        ii. KK - plan to explore new AI tools that the Committee has heard about with Chabot over winter break. Concerns arising about accessibility, so need to see what is viable...will reconnect for guidance/input from DEC and Academic Senate in the Spring.
    d. Pope Tech update and report
        i. KK - default link color now set in Canvas to have better color contrast, but this did not fix our color contrast issue. Wanda's report for November shows:
            1. Color contrast errors:
                a. October – 7,944
                b. November – 8,133
            2. Empty links:
                a. October – 14,563
                b. November – 14,573
            3. Total errors:
                a. October – 26,933
                b. November – 27, 354
        ii. Note: numbers reflect 4,627 new content blocks (assignments, quizzes, discussions, etc.)
        iii. Committee discussed plans to ramp up training + messaging. Need to encourage faculty to clean-up by deleting old, unused content on Canvas so we have more accurate data and encourage faculty to run link validator. TLC will host a "Canvas Clean-up" workday ahead of the Spring semester. Might be able to gamify by division.
7. **New business**
    a. DE student satisfaction survey:

      i. KK - typically survey LPC online students each December. This year, the state Chancellor's Office/RP Group coordinated to survey faculty, students, and Student Services reps across all California Community Colleges. We've been given data dashboards where we can see our [student responses](#) by college. Given the questions align closely with data we ask for in the survey, should we skip this year's DE student survey?

      ii. Committee members agreed good to skip; December busy time, people focused on finals, some departments launching own surveys and don't want to pile on. KK will double check response rate aligns with past surveys – if not, will follow up with DEC to update local survey. Will look at data next meeting.

b. New Quizzes transition timeline shift

      i. KK - in conjunction with our Chabot - and based on feedback from other colleges - we're extending the transition timeline from Classic to New Quizzes. While instructors are welcome to explore New Quizzes by building a New Quiz in your Sandbox or Spring course, the setting to bulk import your "Classic Quizzes" to "New Quizzes" will not be available until the end of the Spring term. This will allow Canvas more time to fix remaining issues, and our support teams more time to help with the transition. Essentially, we didn't want people spending their short holiday break potentially need to fix faulty imports, when it appears Canvas continues to update the process and has not announced any date to sunset Classic Quizzes. Committee members supported timeline shift. Will be updating pop-ups in Canvas to reflect new messaging.

c. Tools for Teaching Canvas shell

      i. KK showcased a "Tools for Teaching" Canvas shell at Chabot...one stop spot for faculty to learn about Canvas and related tools, house workshop recordings, etc. Committee discussed and supported transitioning to this model at LPC to replace some of the content currently split between the website and in individual Canvas shells.

d. AI

      i. KK - in conversation with Catherine Suarez, who is spearheading the Academic Senate workgroup on AI. Catherine discussed the AI presentation to the Board 11/19 and a meeting the previous Friday to finalize a 3rd draft of our policy…will now go for input to both Senates, the Linguistic Justice group, and Student Government before being shared out in Divisions.

      ii. KK - the TLC is currently hosting AI Listening Sessions on 11/20 + 11/26. Committee discussed initial findings - that experience spans a wide range of viewpoints, from instructors actively using AI with students and loving it, to faculty who retired earlier than planned because the extra workflow for instructors around AI is too much. Need for ongoing discussion about ways to support, particularly fully online and part-time instructors. Rapid increase in cases reported for academic dishonesty…need clarity about what happens after reports are submitted. Ideas for proceeding included giving placeholder 0s in the gradebook to encourage student/instructor communication; signing honesty policies; getting early writing samples. AI Canvas shell with more.

      iii. KK - in conversation with David Powers and our counterparts at Chabot to discuss professional development planning for the Spring and conference opportunities. If anyone is interesting in applying for PD funds to attend as a cohort or in applying to co-present a session, please reach out:

        1. [ASCCC Academic Academy](#), focused on AI in San Diego this February
        2. [Online Teaching Conference](#) in Long Beach this June.

8. **Information items**
    a. KK - some speculation that the proposed new regulations to DE (mandating attendance taking, etc.) will be dead after they missed deadline to respond to public comment/election results...will update once we have official news.
    b. KK - updated the final TLC workshops for the term. Most had been based on New Quizzes – now that timeline extended, hosting AI Listening Sessions, Accessibility training, and Previewing new Canvas features.
    c. KK - put in a data request for online success and retention rates in fast-track courses, hoping to look at data to inform reemerging conversations about a compressed calendar; Our research team is at capacity with existing projects, and will reach back out in spring once they can take on new projects.
    d. Spring Canvas shells have been created; messages sent to faculty with end-of-term/beginning-of-term tips.

9. **Adjournment**
    a. Meeting adjourned at 1:47

10. **Next meeting**
    a. January 24, 9:30-11:30: Room 2410 and Zoom