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| **Distance Education Coordination Council**  T.L. Brink, Rhiannon Lares, Rania Hamdy, Denise Allen-Hoyt, Kay Weiss, Trelisa Glazatov , | | **11/14/2016**  **Minutes**  **1:30-3:00 pm**  **District Annex Conference room** | |
| **TOPIC** | **DISCUSSION** | | **FURTHER ACTION** |
| Review and Approval of Minutes | Approved by Kay Weiss and Tre Glazatov | |  |
| Crafton Hills reports | Denise reports all forms for the instructional approval have all been finalized and approved. Our website the instructor approval page has all of the process , all the forms and lots of support. The instructor portal for teaching online has been revamped and is a lot clear on what an instructor will need to get certified to teach online at Crafton.Currently, in the process of updating the front page to make it a little more attractive and fun with pictures. All of our instructors that have applied have been approved except for 3 that are currently taking the accessibility course. the list of approved instructors are listed at on the website. | |  |
| Valley College Reports | Kay reports we are getting encouragement to continue to add online classes. One of the challenged is getting faculty prepared to teach online quickly as a result. Hiring people now and expecting them to ready to teach in January is questionable at best. Rania reports that she has met with Joe and they identify the faculty for the pilot. Joe has met with the DE department. They will continue to have discussions on training. T.L comments on training faculty for an online course. Making a nine week course start in March. This will give the person an extra 9 weeks to prepare. The other thing he notices with late start that you can pick up students that have dropped classes. Kay reports That it has been found the classes we attempted to add for late start filled up quickly. The face to face class not so much. | |  |
| Distance Education Reports | Rhiannon reports we did meet with Joe last week. He did mention faculty but had yet to finalize the list. Rania commented that there was a list of about 25 possible faculty. Rhiannon comments that she has the 5 instructors that Crafton will use for the pilot. She will still need the remaining people that need to be trained. we need to remember that we need 5 individual people, 5 individual sections. There are people contacting us assume that if they are part of the pilot that they will teach all of their sections. Kay comments that many have questioned why we are doing both and says she lets faculty know that its because we are keeping it small. Tre comments we are keeping it small because of the support. We will have to support the people while still tweaking. | |  |
| Discussion Items  Canvas Timeline (Rhiannon)  Guidelines for QA (Rhiannon) | Rhiannon reports that it has been over a month since we began working with Canvas and we still do not have data in the system. There has been no transfer to the system and we are having a back and forth with Canvas. Kay asks what data are we trying to get in the system. Tre response, courses, users, and faculty. The big issue 1 we are a Colleague school a lot of their institution have been Banner schools. They are used to Banner not so much Ellucian. How our data is set up is different from their usual import. That has been the challenge. A key piece in the discussion with Canvas is they are coming up with the solution to export and import our data. We are having the discussion with Canvas to make sure their solution will be compatible with our new system. For the LMS the issue we are running into this is new territory for Canvas because they are used to doing Banner schools. From our conversations with Canvas over the month it is apparent they do not know what they are getting their selves into. We have contracted with Canvas to complete this for us. It may be they have Ellucian schools that have done the process in house and they have to figured it out. We are paying Canvas to figure it out. We are 3 weeks in and Canvas is still asking questions about Ellucian. Denise response we have talked about a couple of issues with this in terms of curriculum. Even our two CurricUNet systems are not the same. What we track and how we track it and the fields are even not the same. she think that there is no real clear requirements as of yet. What is required to be in the record and what we should add. At some point we should have a standard with student records, what should be on a transcript. Tre responses even the data mapping that whole process and the understanding of what's in our database. Looking for what they are asking for and where do we pull that record. There are a lot of items customization to a point where data is all over the place. Where do we pull and what does it pull. The data mapping is figured out and now it is getting Canvas to pull that data. T.L has a question for Denise about the Academic Senate and if there is any kind of movement to solve it on a statewide level. Denise response is that when it comes to student records that has not been a topic. Tre response We have paid Canvas to figure out the data piece and if they can not figure it out they need to let us know so that we can take our next step. That is pretty much the last step is to figuring out that data transfer.  We are giving them to the end of the month if we don’t see any movement we will move on to plan B. We can still do the pilot in the spring but that means we will manually put in courses and students. Training can still take place but will take place in the free version of Canvas.  Rhiannon comments that this has to do with the on campus and how they administrate the LMS. Kay and Denise are asked what they do in Blackboard as administrators. Kay responses setting up development shells, enroll people into course for evaluative purposes and course evaluations, survey for student evaluations of online teaching. Set up organizational shells for departments, clubs and divisions. Being able to get in for desktop assistance.  Denise agreed with the responsibilities listed by Kay. Tre response Canvas is different then Blackboard in that we don't have much flexibly in the permissions. It is an all or nothing kind of a thing. We wanted to see  what are you guys doing and what do you need access to and how that translates over to the permission that they given us in Canvas. Kay responds She mentions adding user, because our administrators don't have accounts, some of our admin secretaries I need the vice presidents secretary to pull online surveys. We set up for program review and not all our program review members are faculty, so I had to create accounts for admins that are on the community. Denise comments For her it is mostly the development of shells and managing users. A lot of it has been for evaluating purposes or approving instructors. All members of the ETC have to be member in order to evaluate the courses. Tre responses She had put together a Blackboard Use Policy she we will do the same for Canvas. It will have campus administrator roles and responsibilities. Kay comments meaning just because we can do something we shouldn't. Tre response That is how it is now and we looked at the Canvas permissions and it is pretty much the same thing and with Blackboard we get a more granular ability to turn things on and off. Canvas not so much, it's all or nothing. The question is do you still want and need those permissions or do you want to direct them to help desk. Denise responded No. Kay commented that from her perceptive its better if we can help people right away if there are questions. Tre comments The other question is who should be the point person the DE Coordinator and the manager co-chair? Kay comments this is what it traditional has been. This an example of those things you can do but shouldn't we do student evaluation of online faculty, Jack doesn't ever do that because he faculty, so she (Kay) takes responsibility for that. Tre comment Surveys are not build into Canvas so we will need to find another way to do that.  Tre reiterates that campus admins prefer to keep their LMS admin rights for ease of use and to help people at the campus. Keep it with the DE Coordinator and manager co-chair for the committee. Denise comments that Crafton the ETC is a standing committee of the academic senate and currently there are no mangers that are serving on the committee. Tre response that she will be drafting policies for example archiving shells and it will be a different process from Blackboard. | |  |
| Next Meeting | December 5 | |  |