

## Distance Education Coordination Council

Minutes for February 14, 2022 12:30-2:00 P.M.

### Attendees

Cherishea Coats, Joseph Kim, Andy Chang, Cynthia Hamlett, Brandi Bailes, Margaret Worsley, Davena Burns-Peters, T.L. Brink, Luke Bixler, Kashaunda Harris, Kay Weiss

TOPIC	DISCUSSION	FURTHER ACTION
Review and Approval of Minutes	<ul style="list-style-type: none"> <li>Approved.</li> </ul>	
<b>Crafton Hills Reports</b>		
Crafton Hills updates	<ul style="list-style-type: none"> <li>Working to become a Home College with CVC-OEI.</li> <li>Sending about 10 persons to OTC conference.</li> <li>Plans to add a standardized Canvas Home page design to all courses (designed by Brandi Bailes).</li> <li>New Peer Evaluator Request form has been announced to faculty.</li> <li>ETC is performing an annual review of Student Satisfaction Survey that is sent at the end of online courses.</li> <li>Exploring Professional Development training possibilities regarding the Peralta Equity Rubric.</li> <li>Revised Distance Education charge. Approved by Academic Senate.</li> <li>Revising CHC 62 Student Readiness course for online students. This was originally a course for students who had no experience with online learning.</li> </ul>	
<b>Valley College Reports</b>		
Valley College updates	<ul style="list-style-type: none"> <li>Considering incorporating the Peralta Equity Plan Rubric into SBVC's POCR process.</li> <li>Margaret and Davena are co-serving on a state level advisory committee to the chancellor's office to scale POCR across the system. There are about 10 campuses represented on this committee.</li> <li>Exploring non-required Instructor Preparedness and Instructor Quality teaching competencies.</li> <li>New Peer Evaluator Request form is being used.</li> <li>Basic Skills Project – Plans to work on this. The goal is not a course route, but a Canvas shell and badging route, with a goal of preparing students better for online learning.</li> <li>Next Equity and Inclusion training starts in March.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Campus is reviewing its mission, vision, values. Distance Education committee is reviewing campus' mission, vision, values from a Distance Education perspective.</li> </ul>	
<h3 style="color: #4F81BD;">Distance Education Reports</h3>		
<p>Distance Education updates</p>	<ul style="list-style-type: none"> <li>• Canvas Observer issue was investigated and fixed. Students should no longer have the ability to allow parents to be an observer in their course.</li> <li>• Respondus 4.0 Quiz Creator software is now available. Faculty who wish to create quizzes using Respondus 4.0 and upload into Canvas can now do so.</li> <li>• Installed a new version of Labster LTI.</li> <li>• New MyOpenMathLab will be integrated this Summer.</li> <li>• New Canvas LTI Request form is found on DE Faculty Resources Canvas course.</li> <li>• Discussed process for other software apart from Canvas. When is clearance required?             <ul style="list-style-type: none"> <li>○ A good criteria to consider is if the external site holds student data.</li> <li>○ If software/applications integrate with Canvas and with other servers/platforms within our District, vetting is required. If software/applications do not affect Canvas or other District servers/platforms, clearance from DECC is not needed.</li> </ul> </li> <li>• New Peer Evaluation Form submissions are currently being received. This new form will help streamline the process greatly.</li> <li>• Canvas New Quizzes launch is pushed back to June 30, 2024. More info: <a href="#">Canvas New Quizzes Timeline</a></li> <li>• We participated in a demo for <a href="#">Atomic Jolt</a>, which allows for easy searching for items within Canvas. Atomic Jolt was requested by Cynthia.             <ul style="list-style-type: none"> <li>• \$50 per FTE</li> <li>• Search is limited to their enrolled courses.</li> <li>• 30 day free evaluation available.</li> </ul> </li> <li>• Discussed clarification of process and criteria for purchasing new tools.             <ul style="list-style-type: none"> <li>• Considerations for whether the new tool will benefit limited faculty or larger body of faculty.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Pronto user limit - TESS DE will inform Organization Leaders with courses above this limit. (Cherishea)</li> <li>• Luke will work with Andy to draft DECC charge, membership, and new tools.</li> </ul>

	<ul style="list-style-type: none"><li>• Considerations of cost.</li><li>• We need a process in place for new purchases, and when we recommend it to our administration. (Kay Weiss)</li> <li>• Canvas Instructure Impact Demo scheduled for 2/15/22. Invitations extended.</li> <li>• Discussed if anyone received negative feedback on using Respondus Monitor. No specific negative feedback reported. General dissatisfaction, but specifics not shared.</li> <li>• Pronto has a limit of 400 users per course.<ul style="list-style-type: none"><li>• Workaround: Creating sections within courses.</li><li>• Discussed the process for removing inactive users.</li><li>• Discussed the possibility of group training for each of these organizations/Org Leaders in these courses with 400+ users.</li></ul></li> <li>• Discussed Supplemental Instruction/Tutor Role in Canvas.<ul style="list-style-type: none"><li>• Discussed a specific case where the instructor wanted the student to be able to view everything, including Quiz questions/answers.</li><li>• SI/Tutor role can view all content, including prerequisite items, except for Quizzes.</li><li>• Discussed how SI/Tutor role intentionally do not have access to Quizzes.</li><li>• SI Tutor should be able to help without knowing Quiz questions.</li></ul></li> <li>• Discussed student status change in Canvas, favoring “Inactive” state over “Removed” state in a course.<ul style="list-style-type: none"><li>• Benefits of “Inactive” state allows students to remain in the course without access to course contents. Records of student activity are preserved and would be useful for Financial Aid and Admissions &amp; Records requirements.</li><li>• If students are “Removed” from the course, instructors will often not have potentially necessary records of student activity within the course after removal.</li></ul></li> <li>• Discussed Membership Protocols (Davena)<ul style="list-style-type: none"><li>• Raised our need to identify and formalize DECC membership.</li><li>• Raised our need to formalize and reevaluate purpose of DECC committee. What is DECC’s charge?</li><li>• Discussed and inquired new DECC organizational structure.</li><li>• Inquired the consideration of potential missing voices to include.</li><li>• Inquired what roles are valid for this committee.</li><li>• Former/Current charge: Is our charge to advise?</li></ul></li></ul>	
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	<ul style="list-style-type: none"><li>• Need for clarification in reporting structure.</li><li>• Discussed DE Training Equivalency Rubric (Davena)<ul style="list-style-type: none"><li>• We don't have one currently.</li><li>• What: When faculty have taken training at other locations. Process to determine whether external training is equivalent with existing campus DE Training.</li><li>• CHC and SBVC each have own process.</li><li>• Raised the need for additional discussion between CHC and SBVC regarding a consensus and reciprocity relationship for DE training equivalency between campuses.</li><li>• Brandi Bailes asked DECC for data on how many faculty are affected by the equivalency.</li></ul></li></ul>	
Next Meeting	<ul style="list-style-type: none"><li>• March 14, 2022 12:30 PM – 2:00 PM</li></ul>	