



San Bernardino Community College District Distance Education Coordination Council

Meeting Minutes
March 14, 2022 12:30pm

Members Present

Davena BurnsPeters, Margaret Worsley
Kay Weiss, Cynthia Hamlett, TL Brink
Rania Hamdy, Kashaunda Harris
Cherishea Coats, Joseph Kim, Andy Chang, Luke Bixler

Agenda

Approved by Margaret, Davena.

Crafton Hills Updates

TOPIC	DISCUSSION
Online student survey data	<ul style="list-style-type: none"> ● Campus is preparing to analyze disaggregated data from student surveys for online students. ● Anonymous survey asks student online course experience: <ul style="list-style-type: none"> ○ Who the students are. ○ Experience in course. ○ Identify what course aspects can be made better/easier for students. ○ Identify needs of students. ● Discussed need for higher student response rate and sample in terms of size and representation. ● Discussed alignment between survey data and trainings. District wide data can lead to alignment with trainings on campuses. ● Aim is to increase retention and success rates for online courses.
Student readiness course	<ul style="list-style-type: none"> ● Working on Student Readiness Course (course 062) with Academic Senate.

Valley College Updates

TOPIC	DISCUSSION
District Survey	<ul style="list-style-type: none"> ● Discussed District wide survey with guidance from Christopher Crew/Institutional Effectiveness.
Faculty training	<ul style="list-style-type: none"> ● About 400 trained faculty. ● Opened new training for faculty interested in later training dates.

TOPIC	DISCUSSION
Teaching College Process	<ul style="list-style-type: none"> In process of becoming a Teaching College from a Home College. MOU received that all course data must be ready.
P.O.C.R. Process	<ul style="list-style-type: none"> Continuing to work on the P.O.C.R. process.
Proctoring Network	<ul style="list-style-type: none"> Davena joined the advisory committee regarding the proctoring network. They are looking at re-establishing the proctoring network.
50% In-Person Requirement	<ul style="list-style-type: none"> D.E. Committee discussed 50% in-person requirement. Discussions are ongoing. This requirement has been sunset as far as decision making goes, but we will keep it on our radar.
Online Teaching Conference	<ul style="list-style-type: none"> Promoting attendance to Online Teaching Conference in June. In-person location at Long Beach or hybrid option.
Webinar with A.C.C.J.C.	<ul style="list-style-type: none"> Attending a webinar on D.E. Changes with A.C.C.J.C.

District Distance Education Updates

TOPIC	DISCUSSION
Canvas Enhanced Gradebook Filters	<ul style="list-style-type: none"> Canvas Gradebook feature preview is available to switch on if desired: Enhanced Gradebook Filters. Can be enabled via: Course → Settings → Feature Options → Enhanced Gradebook Filters → State column: Enabled This feature is in beta, meaning it is still in development. This feature allows filters to display Gradebook items with various filtered conditions. These filtered-conditions can be saved and applied for future use.
Workshops/Webinars	<ul style="list-style-type: none"> A calendar view and description view are now available in the D.E. Faculty Faculty Resources Canvas course, in the Trainings area.
Pronto	<ul style="list-style-type: none"> Crafton Hills is top user of Pronto.
District Survey	<ul style="list-style-type: none"> Discussed potential of a District wide survey. Purpose would be to gather data for the Fall 2023 term. Discussed concerns: <ul style="list-style-type: none"> Survey timing should not compete with faculty evaluations. Online includes multiple modalities. Discussed consulting with Christopher Crew from District Institutional Effectiveness.
Canvas Studio	<ul style="list-style-type: none"> Canvas Studio contract will be renewed. C.V.C. support for Canvas Studio will sunset in June.
Proctorio	<ul style="list-style-type: none"> Proctorio contract expires in June. Discussed difficulties, inequities, and stress that students experienced with Proctorio. Discussed opinions inclined not to renew Proctorio. Discussed authentic assessment/testing.

TOPIC	DISCUSSION
Role Requests in Canvas + Form	<ul style="list-style-type: none"> ● Discussed proctored testing options like Proctoring Network. ● VOTES to discontinue use of Proctorio: <ul style="list-style-type: none"> ○ Davena, Rania ● Discussed how certain disciplines are using Proctorio. ● Discussed need to obtain Proctorio usage data. <ul style="list-style-type: none"> ● Discussed requests for non-official adjuncts/teachers to have Teacher-role access in a Canvas course. <ul style="list-style-type: none"> ○ Workload concern - an unofficial person functioning as a teacher in a course will have a workload concern. Dean should be brought in to discuss these cases. ○ Privacy concern - an unofficial person having teacher access to a course is a privacy concern for students. ● Form Request for Canvas course access <ul style="list-style-type: none"> ○ Canvas role permissions chart with uses, access, and limitations is being worked on. ○ Discussed creating and using a Form Request that details accessed needed. ○ Discussed possible requirement for Dean to approve requests for access in a course or if instructor of record can submit Form. ○ Discussed possible requirement for Dean and Office of Instruction to approve adding persons with teacher role in an academic course. ○ Discussed possibility of using form request for both faculty add/remove requests. ○ Discussed whether Dean must grant permission for a person to be added as an Observer.
Tools/Software Evaluation	<ul style="list-style-type: none"> ● Discussed eLearning Tool Rubric to evaluation tools/software to adopt/not adopt. ● Discussed certain items in rubric are instructional components, and may step into faculty requirements.
D.E. Leads & District Roles	<ul style="list-style-type: none"> ● Discussed concerns from D.E. Leads with wording for a professional development workshop. ● Discussed the importance for communication and discussion for wording and approach of trainings/workshops in advance. ● Discussed timing and frequency of planning meetings: <ul style="list-style-type: none"> ○ Twice a term ○ After Student Survey goes out ● Meeting invites across campuses <ul style="list-style-type: none"> ○ D.E. Leads, Professional Development, District D.E. ● Discussed meeting opportunities <ul style="list-style-type: none"> ○ Opportunities to unify. ○ To discuss State level requirements in teaching competencies + technical competencies in terms of course design. ○ Opportunities to cross promote and gain increased awareness of workshop/trainings.
C.V.C. Exchange	<ul style="list-style-type: none"> ● C.V.C. Exchange is requiring a new method compared to what was originally required. ● This new method is not a quick task. ● District TESS is working on OEI requirements for the CVC Exchange. ● Timeline runs through December.

TOPIC	DISCUSSION
D.E.C.C. Charge	<ul style="list-style-type: none"> • Discussed concerns of D.E.C.C. being an advisory committee that reports to another advisory committee. • Asked how the relationship between the Institutional Effectiveness Advisory Committee do related to Distance Education that would require D.E.C.C. to report to them, which in turn reports to who they advise? • Discussed confusion regarding reporting structure and need for clarification and formalized reporting structure.
District Wide Survey Meeting	<ul style="list-style-type: none"> • Meeting set for Monday, April 4.

Action Items

- District Wide Survey meeting on Monday, April 4. **(Crafton, Valley College, District)**
- Review [eLearning Tool Rubric](#) and discuss usage for adopting new tools/LTIs/applications at next D.E.C.C. meeting. **(Crafton, Valley College, District)**
- Obtain Proctorio data/usage numbers **(District)**
- Canvas role permissions chart + Form Request draft **(District)**
- Clarify confusion regarding D.E.C.C. reporting structure and charge. **(Luke Bixler)**

Next Meeting

- Monday April 11, 2022