



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
DISTANCE EDUCATION COORDINATION COUNCIL

MEETING MINUTES
APRIL 11, 2022 12:30PM

MEMBERS PRESENT	Cherishea Coats, Kay Weiss, Joseph Kim, Cynthia Hamlett, TL Brink, Andy Chang, Margaret Worsley, Rosita Moncada, Luke Bixler, Rania Hamdy.
AGENDA APPROVAL	Agenda approved by TL Brink. Seconded by Andy Chang.

Crafton Hills Updates

TOPIC	DISCUSSION
Surveys for Faculty Evaluations	<ul style="list-style-type: none"> • Surveys for faculty evaluations are in progress. • Currently have about a 45% response rate. • Response rates are below aim; however, last Fall had a 50% response rate. Last Spring had about 62% response rate. • Will plan for a debrief meeting after evaluations to reflect on process and new processes implemented.

Valley College Updates

TOPIC	DISCUSSION
No updates	

District Distance Education Updates

TOPIC	DISCUSSION
New Process for Faculty Request Form for Peer Evaluators	<ul style="list-style-type: none"> • A new process was implemented for Spring 2022 term, which employs a Faculty Request Form for Peer Evaluators. <ul style="list-style-type: none"> ○ New process: Form to be submitted by Evaluatee. ○ Old process: Request emailed or submitted via ticket came from Evaluator, Evaluatee, DE Lead, administrative assistant, and other various sources. • How is the new process working for District Distance Education?

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> ○ Streamlined the process and workflow. ○ New process is much more organized.
<p>D.E.C.C. Charge and Reporting Structure</p>	<ul style="list-style-type: none"> • Discussed D.E.C.C. reporting structure. <ul style="list-style-type: none"> ○ Items that D.E.C.C. would run through IEAC would include recommended purchases beyond District budget. ○ Intention is not for D.E.C.C. to run every item through IEAC. ○ Discussed how D.E.C.C. should make recommendations to campus leadership. Relevant issues include: <ul style="list-style-type: none"> ▪ Decision of whether to join consortium in Canvas. ▪ Distance Education Programs – clarity needed regarding where issues pertaining to DE Program fit within the charge. ○ Discussed concerns of IEAC being an oversight committee. ○ Discussed preference for D.E.C.C. to have direct line to DE campus leadership and to District/Luke. • Discussed D.E.C.C.'s function as liaison. <ul style="list-style-type: none"> ○ D.E.C.C. has historically served as liaison between campuses and District. ○ D.E.C.C. does not make final decisions; D.E.C.C. makes recommendations. ○ These recommendations go to District and to Campuses. ○ Decisions under District should go to District. ○ Campus issues should go to campus leadership and Vice President of Instruction. • ACTION: D.E.C.C. revised draft (Luke and Andy) • ACTION: DECC Membership updates (Luke and Andy) <ul style="list-style-type: none"> ○ Remove Keith Wurtz, add Leticia Hector. ○ Discussed not extending D.E.C.C. membership to additional members; and how anyone can attend or be invited, especially if they need to share concerns. ○ Members will also share important updates, new legislation, new software, etc. with faculty groups.
<p>Tools/Software Evaluation</p>	<ul style="list-style-type: none"> • ACTION: Review of eLearning Tool Rubric to evaluation tools/software to adopt/not adopt – postponed to next D.E.C.C. meeting. (Campus DE Leads, Professional Development, District DE)
<p>Fair use and copyright concerns</p>	<ul style="list-style-type: none"> • Discussed copyright and Fair Use limitations for converting DVD content to digital videos hosted in Canvas courses. • Discussed need for legal counsel from District. • Discussed need for written documentation regarding copyright and Fair Use for digital content. • Discussed need for training on copyright and educational Fair Use of digital content. • Discussed importance of avoiding liability issues. • ACTION: Seeking legal counsel – Inquire District legal counsel regarding copyright and educational Fair Use of digital content. (Andy, Joseph)
<p>Contract Renewal Considerations: Proctorio and Labster</p>	<ul style="list-style-type: none"> • Discussed Labster contract renewal and non-renewal options. <ul style="list-style-type: none"> ○ Labster reported 1532 unique users from the start of using Labster; usage numbers are cumulative usage rather than from most recent term.

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> ○ Discussed consideration that USC articulation that online labs will not be accepted as transferrable credit ○ ACTION: Reach out to John Stankas (SBVC) and William Van Muse (CHC) regarding Labster usage and potential interest in Labster usage for upcoming terms. (Campus DE Leads) ● Proctorio <ul style="list-style-type: none"> ○ Proctorio pricing: \$1.58 per FTE. ○ Discussed how Math at SBVC and CHC needs a proctoring tool. ○ Discussed the need to work on alternative assessments. ○ ACTION: Contact Deans and Chairs regarding Proctorio usage for exam proctoring – Is there interest to continue using Proctorio? ● Discussed possible alternative tools: <ul style="list-style-type: none"> ○ Honorlock ○ Respondus, which entails Lockdown and Proctoring, a more well-rounded product. ○ ACTION: Obtain price quote from Respondus. (District) ● Discussed on-site assessment centers. Cons for students taking 100% online courses.
<p>Canvas Studio Usage and Needs</p>	<ul style="list-style-type: none"> ● Discussed possible benefit of offering multiple trainings on campus, morning/afternoons. Hands-on training rather than via Zoom. ● In-person training sessions in Fall at training labs on both campuses.
<p>End-of-term checklist for Faculty</p>	<ul style="list-style-type: none"> ● Requested recommendations for end-of-term checklist for faculty who use Canvas. ● Clarify potentially confusing terms for faculty: <ul style="list-style-type: none"> ○ Export/import ○ Downloading course content vs importing course ○ Course shell ● Verifying grades is essential! ● A frequent confusion is the process for submitting official grades. <ul style="list-style-type: none"> ○ Clarify how Canvas' grades differ from official grades inputted in WebAdvisor. Canvas will show grades; WebAdvisor is the required platform to enter official grades. ○ Importance for faculty who are using Canvas to ensure grades in Canvas are accurate OR good communication from instructors to students regarding whether grades in Canvas gradebook are accurate or contain discrepancies with instructor's final grading. ○ Help for submitting grades in WebAdvisor: helpdesk@sbccd.edu. ● Prior to importing content, check for broken links/links that need updating. ● Using TidyUp to clean content prior to importing. ● Cleaning up course content that is not wanted to be imported in next Canvas course shell. E.g., Unwanted Announcements, Discussions, etc. ● Importance for faculty to use a Development Shell. ● Regarding submitting grades in WebAdvisor - which department can we point instructors to for help if they are confused with submitting grades? ● Need for faculty training on how faculty can replicate grading in syllabus to gradebook in Canvas. <ul style="list-style-type: none"> ○ Students get mad when what they see discrepancies between canvas gradebook and the syllabus grading. ○ Important that when students look at their Canvas gradebook that it to shows their actual grade.

TOPIC	DISCUSSION
Upcoming Training Sessions	<ul style="list-style-type: none"> • Pronto Session tomorrow at 12:30pm. • District D.E. training on Canvas New Quizzes tomorrow at 2:30pm.

ACTION ITEMS	POINT PERSON
<ul style="list-style-type: none"> • Contact Deans, Chairs, John Stanskas (SBVC), William Van Muse (CHC) regarding interest and usage of Proctorio and Labster for upcoming terms. 	<ul style="list-style-type: none"> • Campus DE Leads
<ul style="list-style-type: none"> • Obtain price quote from Respondus. 	<ul style="list-style-type: none"> • District DE
<ul style="list-style-type: none"> • Review eLearning Tool Rubric to evaluation tools/software to adopt/not adopt. 	<ul style="list-style-type: none"> • Campus DE Leads • Professional Development • District DE
<ul style="list-style-type: none"> • DECC Charge updates <ul style="list-style-type: none"> ○ Reporting structure verbiage updates. • DECC Membership updates <ul style="list-style-type: none"> ○ Membership updates – Remove Keith Wurtz, add Leticia Hector. 	<ul style="list-style-type: none"> • Luke Bixler • Andy Chang
<ul style="list-style-type: none"> • Copyright and Fair Use legal counsel 	<ul style="list-style-type: none"> • Andy Chang • Joseph Kim

Next Meeting: Monday, May 9th 2022