



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
DISTANCE EDUCATION COORDINATION COUNCIL

**AGENDA**  
**OCTOBER 10, 2022 12:30 PM**

<p><b>MEMBERS</b> (THOSE PRESENT IN BOLD)</p>	<p><b>Cherishea Coats, Kay Weiss, Brandice Mello, Cynthia Hamlett, TL Brink, Andy Chang,</b> Margaret Worsley, Rania Hamdy, Davena Burns-Peters, Leticia Hector, Kashunda Harris, <b>Luke Bixler</b></p>
<p><b>AGENDA APPROVAL</b></p>	<p>09/12 Minutes Approved by Cynthia Hamlett Seconded by T.L. Brink</p>

**Crafton Hills Updates**

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>• ETC worked on 4 year PPR during the meetings</li> <li>• Kay provided updates from CVC               <ul style="list-style-type: none"> <li>○ CHC signed the master agreement to be a teaching college and forwarded over who is on the implementation team including:                   <ul style="list-style-type: none"> <li>■ Cherishea Coats (Canvas Admin), Cynthia Hamlett (2<sup>nd</sup> Project Lead), Kay Weiss (Project Lead/co-leading with Cynthia and providing support where needed), T.L. Brink (Academic Senate representative)</li> </ul> </li> <li>○ Attended the last consortium meeting where the discussion centered around new additions coming on board.</li> <li>○ There needs to be a meeting with executive direction and senior administrative team that Kay will set up in the near future.                   <ul style="list-style-type: none"> <li>■ Andy holds biweekly meetings about the technical side of this implementation because there is a big data clean-up portion of it. Davena has joined, but Andy will invite Kay, Cynthia, and T.L. through email.</li> </ul> </li> </ul> </li> </ul>

**Valley College Updates**

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>• No updates; none from Valley in attendance</li> </ul>

## District Distance Education Updates

TOPIC	DISCUSSION
<b>Mastery Paths and Mastery Gradebook Training</b>	<ul style="list-style-type: none"> <li>• There were requests for training on the Mastery Paths and Mastery Gradebook.</li> <li>• Cynthia was notified of this, primarily from the Math department, since there is quite a bit of interest in authentic assessments and implementing them in Canvas.</li> <li>• District DE Team did deploy a survey to ask about training needs. Cherishea mentioned including this in the training for the Spring.</li> </ul>
<b>Honorlock Discussion</b>	<ul style="list-style-type: none"> <li>• There was an Honorlock Demo held at the end of September. Crafton DECC members attended along with the District DE Team.</li> <li>• The representative focused on what are the challenges; what are people's thoughts. <ul style="list-style-type: none"> <li>○ It was more than just a demo; it was a conversation as well.</li> </ul> </li> <li>• Cynthia discussed student privacy and monitoring regarding proctoring. Mentioned that the answers were smooth from Honorlock, but not entirely sure how it was different.</li> <li>• T.L. mentioned not seeing a need for proctoring for his specific classes. Hoped that the math department would have attended to hear their feedback. However, math was unable to attend.</li> <li>• Cynthia echoed this and would have liked to see the STEM departments as well.</li> <li>• Kay did like that the settings could be set at the institution level. Brought up the need for faculty training to ensure that this is a more equitable tool.</li> <li>• Cherishea did reach out to Honorlock for the recording and once it is sent over, Cherishea will email it out to DECC members so they can share it with the chairs for the information to be delivered out to the departments. <ul style="list-style-type: none"> <li>○ Brandi sent out a survey request detailing proctoring needs for the chairs and deans at each campus to answer. Not much of a response at this time. Will send out again.</li> <li>○ Mentioned that the results will be brought to DECC to share.</li> <li>○ One aspect of the survey was asking for volunteers to demo Respondus.</li> </ul> </li> <li>• Cherishea was asked what she liked about Honorlock. The feature of Honorlock finds the test online and works to get it removed. <ul style="list-style-type: none"> <li>○ Honorlock would reach out to the companies directly requesting the removal of the test, which ensures that the professor is notified that the test is out there for students to see as well.</li> </ul> </li> </ul>
<b>Campus-Specific Canvas Announcements</b>	<ul style="list-style-type: none"> <li>• Cynthia mentioned that she got an email from Michelle Riggs discussing more effective outreach to students. Wanted to see if it was possible to post announcements on Canvas Dashboard. <ul style="list-style-type: none"> <li>○ Cynthia did say this would be difficult since it is a two campus district so sharing information would be complicated.</li> </ul> </li> <li>• Cherishea discussed that notifications on Canvas Dashboard are reserved for more specific issues tied to technical issues. It will become challenging and overwhelming for the students. <ul style="list-style-type: none"> <li>○ This can cause information to be overlooked similar to email.</li> </ul> </li> <li>• Cynthia asked if it is possible to have someone specifically take over the announcements per campus to monitor the global announcements.</li> </ul>

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>○ However, this space should be tied to more critical announcements. Not for campus activities because it can be overwhelming and overlooked.</li> <li>● Kay asked if there is a way to post events on a students' Canvas calendar as an alternative. <ul style="list-style-type: none"> <li>○ Cherishea said she will look into that and see if something can be done with this. Pronto Campus Suite was mentioned as an option. Cherishea will send that out to everyone to look over, again.</li> <li>○ Currently, email and text are the only options for disseminating information. But the worry is that text can turn to spamming.</li> <li>○ Brandi mentioned that this can turn into a similar problem with the global announcements in Canvas.</li> </ul> </li> </ul>
Who to contact document	<ul style="list-style-type: none"> <li>● Brandi presented the who-to-contact handouts for faculty and students at CHC and SBVC. Doing some last-minute edits still so if anyone had suggestions or concerns, they can reach out to Brandi <ul style="list-style-type: none"> <li>○ <a href="#">CHC Faculty Contact/SBVC Faculty Contact</a></li> <li>○ <a href="#">CHC Student Contact</a>      <a href="#">SBVC Student Contact</a></li> </ul> </li> <li>● This is for the main departments, their department features, and how to contact them. It does not include everything but the general aspects.</li> <li>● Will put it on the Faculty Resources page <ul style="list-style-type: none"> <li>○ Brandi will make sure that it can be read with a screen reader</li> </ul> </li> <li>● T.L. asked about the updating of information. How will this be updated: automatically or manually?</li> <li>● Brandi mentioned that it would be done manually and that it would be that need for communication. <ul style="list-style-type: none"> <li>○ Cynthia mentioned that she does the student resource page and emails the departments at the beginning of the academic year for updates <ul style="list-style-type: none"> <li>■ DE will do this to keep the information updated</li> <li>■ Cherishea did point out that there is a "Faculty Resources Feedback" form that people can click on the link to say if something is incorrect or missing</li> <li>■ Cynthia asked if the link can be made more obvious for the workshop recordings</li> <li>■ Cherishea stated that this will be updated and the recording links will be attached on the Calendar events</li> </ul> </li> </ul> </li> </ul>

### Public Comment

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>● Kay asked how the peer evaluator form has been <ul style="list-style-type: none"> <li>○ Cherishea stated that it has been working flawlessly and that once the evaluator(s) has been added an email gets sent out to the evaluatee and evaluator(s)</li> </ul> </li> </ul>

Next Meeting:

November 14, 2022