



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
DISTANCE EDUCATION COORDINATION COUNCIL

MINUTES  
NOVEMBER 14, 2022 12:30 PM

<b>MEMBERS</b>	<b>Cherishea Coats, Kay Weiss, Brandice Mello, Cynthia Hamlett, TL Brink, Andy Chang, Margaret Worsley, Rania Hamdy, Davena Burns-Peters, Leticia Hector, Luke Bixler, Kashunda Harris</b>
<b>AGENDA APPROVAL</b>	10/10 Minutes Approved by Cynthia Hamlett Seconded by Maggie Worsley

**Crafton Hills Updates**

<b>TOPIC</b>	<b>DISCUSSION</b>
	<ul style="list-style-type: none"> <li>• Cynthia discussed that the DE PPR has previously relied on ETC, an Academic Senate subcommittee. There is no formalized structure for a DE program at CHC. ETC would like to back itself away from being the structure of the DE program. ETC has tasked Cynthia with reimagining what the DE program should look like and what the decision responsibility matrix should be, making plans for a formalized DE program at CHC. To make these changes, ETC is reviewing the ETC charge to adapt to this.</li> <li>• CHC Academic Senate discussed the question of whether or not DE is a program. Kay did state that it should be with how much it has grown. The courses are managed through the departments, but there needs to be a structure established.               <ul style="list-style-type: none"> <li>○ Davena suggested looking at other campuses to see what the other colleges are doing in terms of having DE as a program. Additionally, to consider the scope/size of these campuses in relation to SBCCD. This will ensure that if and when the time comes to champion resources/roles/positions, it is an apples-to-apples comparison of SBCCD to those similar community college districts.</li> <li>○ Cynthia agreed and stated that this is part of her research. Most campuses have coordinators and not faculty leads like CHC and SBVC.</li> <li>○ Nothing has changed in terms of creating DE as a program. This is only a recommendation from ETC and was stated in PPR.</li> <li>○ Rania discussed why the responsibility of PPR fell upon Cynthia as a faculty lead since PPR is in the purview of a faculty coordinator. Furthermore, it offered that the district should determine a program because it has contractual components.</li> <li>○ Conversation shifted to PPR solely regarding DE and the questions regarding purview.</li> </ul> </li> </ul>

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>○ Kay circled back to DE as a program and that the campuses have to make that decision, and they have to determine the structure of DE based on the culture and the needs of the campus.</li> <li>○ Maggie mentioned Chaffey as an example of tackling the DE situation. Chaffey saw a need and hired additional people to create a DE team under a DE faculty coordinator.</li> </ul>

## Valley College Updates

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>• Davena mentioned the CVC call regarding SBVC becoming a teaching college. SBVC has been working on this consistently for 5/6 months. Data was coming back dirty; thanked Andy and his team for fixing this matter. Met with Andrea (project leader/point of contact) from the CVC during fall plenary to finalize; everything is in good order. Valley got the Federal Financial Consortium Agreement form signed and submitted. Valley is ready to go and is waiting for confirmation from CVC that the data is doable. <ul style="list-style-type: none"> <li>○ Mentioned that CHC just needs to sign their Federal Financial Consortium Agreement form and submit it; then, they will be ready.</li> </ul> </li> <li>• Davena brought up that an onboarding cohort will be established, which is set to begin in January. This is tied to both campuses moving forward as teaching colleges. The presentation for this is planned with CVC, the Chancellor's Cabinet, and the DE leads in January.</li> <li>• Invitation to present at Chancellor's Cabinet was sent out. It is an "OEI" presentation with an overview of the project and SBCCD's recommended next steps. Planned to be on December 7<sup>th</sup>. <ul style="list-style-type: none"> <li>○ Discussion centered around a game plan when attending this presentation to ensure that the work and progress of the campuses by the DE leads and deans are declared.</li> </ul> </li> <li>• Question was brought up about the Emergency Allocation Funding and the specific line that talks about prioritizing and incentivizing PD and training for online teaching and learning. <ul style="list-style-type: none"> <li>○ Davena is on the agenda to discuss this with Jose and did discuss this at other important meetings. However, there has not been a clear answer regarding this since the responses have been that there is already PD at the campuses to help with this. There was a recommendation to outline and identify how funding could be used and to ask from the campus side. <ul style="list-style-type: none"> <li>▪ One piece of the consortium agreement that SBVC has not been able to make great progress on is POOCR.</li> <li>▪ There needs to be funding to support POOCR at the institutional level because of the intensity of the training. <ul style="list-style-type: none"> <li>• Kay did bring up considering an incentive to get those first courses badged in addition.</li> </ul> </li> </ul> </li> </ul> </li> <li>• Maggie brought up the data presentation from SBVC's Research, Development, and Institutional Effectiveness. Samantha from Valley created a DE Dashboard. It was shared at the SBVC DE committee. It was stated that the data should not be shared in public spaces because it should be interpreted appropriately. Samantha walked through the</li> </ul>

TOPIC	DISCUSSION
	<p>dashboard and the various desegregation tools that could be used. A feeling of empowerment spread after this presentation, and it is believed to be a great way to make recommendations in the future with DE.</p>

## District Distance Education Updates

TOPIC	DISCUSSION
<p><b>Inactive Status</b></p>	<ul style="list-style-type: none"> <li>• Last Spring (2022), this was brought up to DECC. This is a move to mark students as “Inactive” instead of deleting them from Canvas. When they are deleted, it removes all the student’s progress and activity in the course, which poses problems if a student is contesting a grade, attendance, etc. The deletion occurs when the student drops/withdraws, or the faculty drops them from the course.</li> <li>• Students will be marked as inactive: <ul style="list-style-type: none"> <li>○ Student Dropped/Withdrew</li> <li>○ Military Withdrawal</li> <li>○ Excused Withdrawal</li> <li>○ Faculty Dropped Student</li> </ul> </li> <li>• Cherishea showed in the Canvas test environment how the status would look for instructors. “Inactive” will display next to the students under “People.” <ul style="list-style-type: none"> <li>○ Kay asked if they could be sorted on the page so “Inactive” students appear at the bottom. DE Team brought this up to the Canvas rep prior, but unfortunately, there is no way to do this.</li> <li>○ Students do not see who is inactive, but if a student had posted on a discussion board, the submission will remain even if the student is not active.</li> <li>○ Davena mentioned supporting this because it will provide evidence that the student was or was not active in the course prior to dropping/withdrawing.</li> <li>○ Kay asked if the term “Inactive” could be changed to “Dropped.” <ul style="list-style-type: none"> <li>▪ Cherishea stated she would look into this.</li> </ul> </li> </ul> </li> </ul>
<p><b>Labster</b></p>	<ul style="list-style-type: none"> <li>• A training was scheduled for Labster on December 8th to promote usage based on the usage results from Labster. <ul style="list-style-type: none"> <li>○ Plan to reach out to PD at campuses to work on scheduling a second training in Spring.</li> </ul> </li> <li>• Labster is funded until June 2023. Davena recommended doing some timeline planning to prepare for future funding, and a conversation should be held closer to June on whether or not funding should continue. <ul style="list-style-type: none"> <li>○ Davena did bring up the importance of Labster for the Waste Water Management courses at Valley.</li> <li>○ Kay asked for a copy of the usage report to discuss with the CHC VPI.</li> <li>○ Rania asked if we could purchase individual licenses.</li> </ul> </li> </ul>
<p><b>Proctoring Survey Results and Pilot update</b></p>	<ul style="list-style-type: none"> <li>• As requested by DECC, one email with the survey was sent out to chairs and deans at both campuses another email was sent to all faculty and deans.</li> <li>• Respondus will be training them directly for the pilot.</li> </ul>

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	<ul style="list-style-type: none"> <li>Total of 16 responded (2 did repeat it); 5 yes, 4 no, 7 not applicable for participating in the pilot.</li> <li>Did ask if the campuses could advertise or reach out to interested people.</li> <li>Was requested by members to directly email Stephanie Lewis, Anthony Castro, Kelly Boebinger, Danielle McCoy, and Sam Truong.</li> </ul>
Honorlock Update	<ul style="list-style-type: none"> <li>Cherishea asked if the committee would be open to a quick Q&amp;A session at the next DECC meeting</li> <li>TL suggested inviting the departments. <ul style="list-style-type: none"> <li>Cherishea mentioned targeting the specific disciplines and including the Honorlock recording.</li> </ul> </li> </ul>
Canvas Updates	<ul style="list-style-type: none"> <li><b>Account Calendar:</b> On November 18<sup>th</sup> this feature will be available and can be set up at the sub-account level. The feature still needs to be tested, but possibly have someone at the campuses in charge of this to advertise campus events. Students will have to enable that calendar in Canvas to see everything.</li> <li><b>Pages:</b> Releasing pages at a scheduled time is a new feature. Similar to the scheduled release of discussions, assignments, announcements, etc.</li> <li><b>Speedgrader:</b> How third-party tool submissions are visible.</li> <li><b>Canvas Studio:</b> This will be tabled for later to discuss in detail.</li> </ul>
Badgr LTI Update	<ul style="list-style-type: none"> <li>Enabling the updated LTI will not allow it to be hidden. It would automatically display in all courses on the course menu instead of allowing users to enable it based on their preferences. <ul style="list-style-type: none"> <li>The old LTI will remain for now.</li> </ul> </li> <li>It is now called Canvas Credentials because Canvas bought Badgr.</li> </ul>
Calendar Announcements	<ul style="list-style-type: none"> <li>This coincides with the account calendar feature.</li> </ul>
ConferZoom LTI	<ul style="list-style-type: none"> <li>This LTI is now updated to allow Zoom recordings to automatically upload into Studio. Cherishea showed how to enable this and how it looks.</li> <li>Rania mentioned that she and Kashaunda would like to offer a Canvas Feature workshop on Flex Day. She will reach out later.</li> </ul>
DE Survey Results	<ul style="list-style-type: none"> <li>This will be tabled until next meeting.</li> </ul>
Unicheck LTI update	<ul style="list-style-type: none"> <li>The updated Unicheck LTI will allow for the instructor and students to upload documents and check for plagiarism.</li> <li>Cherishea showed how to enable it and how the feature currently looks.</li> </ul>
Peer Evaluation Removal	<ul style="list-style-type: none"> <li></li> </ul>
New Quizzes Update	<ul style="list-style-type: none"> <li><b><u>New Quizzes Hub</u></b></li> <li>There have been concerns about New Quizzes and the deployment date. The date has remained unscheduled, so there is no set date when the transition from Classic Quizzes to New Quizzes is mandatory.</li> </ul>

Next Meeting:

December 12, 2022