SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

# DISTANCE EDUCATION COORDINATION COUNCIL

**MINUTES**
**SEPTEMBER 11, 2023 12:30 PM**

The Distance Education Coordination Council (DECC) has the charge to develop guidelines and recommendations to the colleges regarding distance education issues. This committee shall have the added responsibility of coordinating district support for distance education offered at Valley College and Crafton Hills College. All programs offered in the district through distance learning shall be a part of one of the two colleges with the appropriate review and evaluation by the academic senate and the discipline being offered.

| MEMBERS | **Cherishea Coats, Kay Weiss, Brandice Mello, Cynthia Hamlett, TL Brink, Andy Chang, Margaret Worsley, Rania Hamdy,** Davena Burns-Peters, **Stephanie Lewis, Kashaunda Harris** |
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| MINUTES APPROVAL | Approved by: Rania Hamdy<br><br>• Maggie Worsley (Seconded) |

## Crafton Hills Updates

| TOPIC | DISCUSSION |
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| | • ETC reworked the charge, thereby reducing tasks. Most of them are automated tasks. Meetings will occur once a month unless there is too much to complete during the one meeting. The primary focus is on recommending professional development opportunities.<br>• Formed and established the constituency for DEP. The first meeting will occur on Wednesday. This is a shared governance committee. Will provide a more elaborate update at the next meeting.<br>• Over the summer, were approved for 6 full-time faculty members to do POCR training, in addition to Cynthia, T.L., and Jillian. Kay and Cynthia met with CVC representative to be a part of the next cohort to get their local POCR certification.<br>• CVC exchange is going well for Crafton. The pay system was corrected.<br>• Open for Anti-Racism Course is intended to be a course for the campus to explore. Math will be the pilot program for it. They are working with Kashaunda to iron out all the details and work on the assignments. The intention is to have it ready by Spring. Rania would love to have access to these resources as well for Valley to use. |

## Valley College Updates

| TOPIC | DISCUSSION |
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| | • DE Leads were thinking about a new process for DE certification. However, decided against it after meeting with VPI and the co-chairs of Curriculum. Instead, the focus would be on tweaking and filling any gaps in Meta. Should be a non-issue now and work well.<br>• New Level 1 just started, and another will begin later in the semester. Planning to offer 2 classes per semester.<br>• Planning to have a conversation with Andrea because Valley was ready for POCR but has not had a conversation officially. Valley would like it to be a district conversation and to have Valley included in the talks and collaborate with Crafton as Crafton moves forward with the POCR certification process. Currently, Valley has courses reviewed by their DE committee. Unlike Crafton, they will have an ad hoc committee created to review courses. |

## District Distance Education Updates

| TOPIC | DISCUSSION |
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| Security Concerns | • **Organizational Leader**<br>  ○ Ended up finding duplicated users; two separate accounts were created. Programs and Organization Shells have a person with the role of Organization Leader which allows for them to add people to shells. However, with this permission, they can also create an account from scratch, which will cause issues and potential security issues. Two options: remove the permission or have a form that others will sign off on saying they understand the rules and responsibilities that come with that role. Kay advocated for that latter plan. All are in agreement with this action. Cherishea will show the document she created at next meeting and ask for input where needed.<br>• **Observer/SI/Tutor**<br>  ○ Ran tests on the roles and saw that the SI/Tutor role can see the quiz along with the answers. Asked the committee if this is a concern for instructors and to make the committee aware of this. T.L. brought up the concern of the role of Observer to ensure that the role has access to the material necessary and not student performance. This role does do that. Observer and SI/Tutor are different roles and have different permissions. As for the answers, presumably, the SI/Tutors are hired and would need to see them to best help students. If answers are sent out, then this is more of a personnel issue. Maggie brought up notifying the Tutoring Coordinators about the permissions allowed for those roles. Valley invites the DE Department to conduct training for tutors; Kay stated that this would be good for Crafton as well. |
| Tools | • **Canvas Impact**<br>  ○ SBCCD has approved Impact implementation. The first meeting for the DE Department will be on Thursday to start implementation. Once it is completed, DE will let everyone know about it. The analytics portion appears to be the most exciting aspect along with |

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| | the messaging feature. Cynthia asked if all faculty could use Impact as another form of messaging along with the other Canvas communication pieces. This may just be an admin piece, and take note of how effective will the piece be if all faculty use it. Once the tool is set up, discussion can be centered on how to formulate a process and what it does.<br>• **Pronto**<br>   o Recently met with rep from Pronto. DE been working with the rep to ramp up the usage of Pronto. Displayed the Pronto analytics that showed a high peak of usage at the beginning of the semester. A total of 59,703 messages have been sent. Total number of users messaged at one time is limited so the use of sections within courses was utilized to message students. Kay asked if departments, such as STEM, want to create sections should they reach out to DE; yes, they should.<br>• **Design Plus**<br>   o Ilaria is currently updating DesignPLUS with the new toolbar. DE started the training last Spring regarding DesignPLUS. The updated toolbar should be implemented by the end of September. Rania brought up accessing DesignPLUS and how to notify others who use it elsewhere. It was directed that individuals reach out to helpdesk for training or access. Discussion still being had about the process of what videos to use to ensure that all or at least most topics are covered to help. |
| **Professional Development** | • **@One Contract Renewal**<br>• **SBCCD DE Training**<br>   o **One-on-One Appts**<br>      ▪ Found on the Faculty Resources Course; on Tuesdays and Wednesdays<br>   o **September Workshops**<br>      ▪ Planning to send out flyers each month along with a reminder per week<br>      ▪ Kashaunda will include this information on the PD weekly email sent out<br>      ▪ Rania mentioned she will do this for Valley as well |
| | • Ilaria was introduced as our Distance Education System Administrator for the DE Department. |
| **Canvas LTI update** | • **Pearson**<br>   o Change with the LTI for Fall was the intention. A faculty member faced an issue with the LTI so the old LTI could not be removed. If others have issue with the LTI, please have them reach out to helpdesk. |
| **Canvas Releases** | • **RCE New Quizzes and Drag and Drop**<br>   o Has its own RCE different from Classic Quizzes and now can drag and drop files, images, media, etc.<br>• **Canvas Studio Resize**<br>   o Use to have to resize by going through the HTML, but now a seamless way through RCE<br>• **Bulk Publish Modules** |

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| | <ul><li style="list-style-type:none">○ Can now publish all modules and all the content within those modules by selecting the bulk publish button at the top of the modules page</li></ul><ul><li>**Creating and Editing Announcement Warning**</li><li>**Grading Scheme Redesign**</li></ul> |

## Discussion Topics

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| | <ul><li>**Preferred Pronouns Expansion**<ul><li style="list-style-type:none">○ It was requested to add additional pronouns based on the specified list that was provided to DECC: he/they; she/they; he/she; ze/zir/zirs; ey/em/eir; ve/ver/vis; xe/xem/xyr. DE Department researched nearby campuses to see how pronouns were implemented at campuses in Canvas. Most used "he/him; she/her; they/them" as SBCCD does, but some added an ask me feature that will be displayed in the same location as pronouns. Those who spoke were in agreement that an ask me feature would be the best to allow for flexibility as opposed to choosing only the specific pronouns listed; encourage communication; forming a connection. Rania mentioned that training is a must to ensure that faculty know about the terms, how to pronounce them, etc. This is a topic that can definitely be revisited but at this time, agreement on the ask me feature.</li></ul></li></ul> |
| **Tools** | <ul><li>**Harmonize**<ul><li style="list-style-type:none">○ Revitalize discussion boards; multiple due dates; ChatGP to help with discussion prompts, etc. $3.28 for a 1 year agreement; $2.33, $2.79, $3.28 for a 3 year agreement. Asked if a demo is of interest. It was agreed that a demo would be appreciated. It will be scheduled at the end of the month on Monday around the same time as the DECC meetings. (12:30pm).</li></ul></li><li>**Hypothes.is**<ul><li style="list-style-type:none">○ Video shown for Hypothes.is. Allows for annotating over pretty much anything; OER, websites, etc. Pilot is not free; it is $1,950. For 500-2000, $7.50; 2001-3000, $6.75; 3001-4000, $6.00, etc. These demos will be recorded, and other committees can be invited to these demos as well.</li></ul></li><li>One thing that has been a pattern is that quite a few tools do have overlapping features. Rania asked if there could be a spreadsheet that shows the tools and their overall features.</li><li>Kay brought up the verbiage of the password reset. Stated that an instructor was concerned that it may upset students who are trying to log in to take a test and that the "strikes" wording may be too harsh.</li></ul> |

Next Meeting:

October 09, 2023