



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
DISTANCE EDUCATION COORDINATION COUNCIL

MINUTES
OCTOBER 09, 2023 12:30 PM

<p>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.</p>	
MEMBERS	<p>Cherishea Coats, Kay Weiss, Brandice Mello, Cynthia Hamlett, TL Brink, Andy Chang, Margaret Worsley, Rania Hamdy, Davena Burns-Peters, Stephanie Lewis, Kashaunda Harris, Luke Bixler</p>
MINUTES APPROVAL	<p>Approved by: Maggie Worsley</p> <ul style="list-style-type: none"> • Cynthia Hamlett (seconded by)

Crafton Hills Updates

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> • Distance Education Program (DEP) Committee have met two times now. Mostly working on solidifying the charge and membership. Planning to go over last year’s PPR in the next meeting. It was decided to review the PPR goals before delving further into the Student Satisfaction Survey so that the goals of the survey are in line with the PPR goals. • ETC has had a conversational meeting but did not meet last time. Meredyth wanted to bring to the agenda adopting an equity rubric. Academic Senate did want to make edits and feedback to the CVC rubric. For instance, they wanted to include another column that says, “Do not see it/Not Applicable.” This will be brought to the PO CR committee as well. <ul style="list-style-type: none"> ○ CVC is discussing adding Peralta to their rubric for the equity section of the CVC rubric. ○ Cannot really make changes to the rubric because it would not fall in line with the CVC requirement of PO CR ○ Cynthia will attend the next Academic Senate meeting to ensure more information is brought forward about the rubrics and their intentions.

Valley College Updates

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> • Just started local POCR norming process. Did have two other beta runs of POCR process. Asked if it could be district-enhanced but campuses are at different processes so it will just be Valley. Met with DE committee at Valley on Friday and started the process with the reviewers looking over the rubrics and classes; it is required to have 3 with the norming process. Will meet with CVC representative on the 20th; look at the first course and have discussion topics on areas A-C. It will take 3 months to go through the entire process. • CVC Consortium has noticed an issue with transcripts sitting at teaching colleges, waiting to be sent to home colleges. Davena spoke with April about this and April mentioned that it seems to be an issue with Parchment. Something to keep an eye out on and CVC will be monitoring any other issues that may come up. <ul style="list-style-type: none"> ○ Can now see what classes students are looking for on the exchange. This will show what the most popular classes are as well as what trouble students are having when registering for courses. For instance, having prerequisites for courses may be difficult for students to “meet” because of wording. This will also help chairs and instruction know what additional courses to offer online for the exchange.

District Distance Education Updates

TOPIC	DISCUSSION
<p>Security Concerns</p>	<ul style="list-style-type: none"> • Emails in Canvas: The District provides the default, but there is a security concern when it comes to adding additional emails (personal emails). Moving forward, additional emails will not be allowed. We will make sure to send out as much information as possible on this once everything has been decided. <ul style="list-style-type: none"> ○ Rania mentioned that the issue may be that it takes some time for new employees to get a work email ○ Clarification on whether or not @sbccd.cc.ca.us, @sbcd.edu, @”campus”.edu all can be used or if it will be only one email moving forward ○ TL mentioned that an issue may be the lack of access for adjuncts since they may not always have a class each semester. This can lead to them no longer having a sustainable email account. This will be looked into to see how long adjuncts have access to their emails if they do not teach for a semester or more.
<p>Tools</p>	<ul style="list-style-type: none"> • Zoom Integration and SSO: Multiple emails are used to get the licensed account for Zoom. There was not a policy or procedure in place to state which email address to use so everyone had chosen the district email they were most comfortable with. Since Zoom is now moving over to a SSO, the email addresses need to be @sbccd.edu moving forward. For those who have a Zoom account and do not have it attached to @sbccd.edu, there will be a move to change this account information. Moving forward, this SSO will ensure that new employees will no longer have to request.

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	<ul style="list-style-type: none"> ○ More information about this will be brought forward when we have it ○ Nothing will be changed to emails. Campuses can still use their campus emails. This deals with integrations and product sign-on. ● Canvas LTI Request Form: Looking into a more concrete rubric for e-learning tools. Adding a section that deals with equity because there was not a section on it prior. There should be an updated rubric brought up in the next DECC. Showed the LTI request form that is used by DE. It is found in the Canvas course under DE tools. <ul style="list-style-type: none"> ○ Will the rubric be brought to others at the district or will it be decided upon in DECC? This will be held until the next meeting when the rubric is brought forward ○ Rania asked if we could have something available that writes out what tools we have and what they do outside of Canvas
Professional Development	<ul style="list-style-type: none"> ● Outcomes 10/12 10 am and 1 pm ● Video Tools and Tips 10/19 10 am and 1 pm ● Pronto Getting started 10/26 10 am ● Communications and Interactions in Canvas 11/2 10 am and 1 pm <ul style="list-style-type: none"> ○ We have been doing workshops twice a day that seems to be successful
Canvas Releases	<ul style="list-style-type: none"> ● Pages Editing Page Title Updates URL's: If you have a page used throughout a course, but you change the title, it will break the link. This has been resolved. When a title is change, the other url's will be updated automatically. ● Canvas New Quizzes Build on last attempt: This will allow students to only answer the questions that they got wrong on the last attempt with the quiz <ul style="list-style-type: none"> ○ This is only for new quizzes

Discussion Topics

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> ● Preferred Pronouns Expansion: Brought back to the committee about the pronouns, and it was agreed by some that "Ask Me" is a viable option for students. <ul style="list-style-type: none"> ○ It was suggested to bring it to DEIA ○ Rania said that there are Safe Spaces Workgroups at the campuses and that the conversation should be housed there and not at DEIA <ul style="list-style-type: none"> ▪ But there is not a designated workgroup at Crafton ▪ Stated that this will go back to the leaders of Safe Spaces at each campus ▪ There are a lot more pronouns in effect than just the list provided
	<ul style="list-style-type: none"> ● AI use in assignments: tabled
	<ul style="list-style-type: none"> ● Portal Guard Password Screen: "Your account currently has 1 unsuccessful attempt. For your own protection, your account will be temporarily locked after 5 unsuccessful attempts. Click here to reset your password." <ul style="list-style-type: none"> ○ Stated that "temporarily locked" may be too stressful

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> ○ Andy will take the suggestion back to see about wording changes
Tools	<ul style="list-style-type: none"> • Harmonize-Demo <ul style="list-style-type: none"> ○ Pilot is for free; members stated that there are for it • Hyponthes.is-Demo <ul style="list-style-type: none"> ○ A lot of monitoring would be required on the faculty end without much of a payoff for the students. ○ Pilot does a require a payment. ○ Not moving forward with this • Voice Thread (Demo for Review) <ul style="list-style-type: none"> ○ Demo attached for everyone to review for next DECC meeting ○ We do have a tool already that could do this, i.e. PlayPosit ○ Price based off of user • Kahoot <ul style="list-style-type: none"> ○ It already has a free version that is rather robust ○ Please look over the demo for the next meeting <ul style="list-style-type: none"> ▪ Video will be emailed out once the rep gives the recording to DE

Next Meeting:

November 13, 2023