



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
DISTANCE EDUCATION COORDINATION COUNCIL

MINUTES
NOVEMBER 13, 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, Luke Bixlar

MINUTES APPROVAL

Approved By: Rania Hamdy
Seconded By: Cynthia Hamlett

Crafton Hills Updates

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> • DEP is done with the regular meetings but is meeting as a workgroup to finish the student-facing satisfaction survey at the end of the month • POCR Team has met twice now and is developing its process <ul style="list-style-type: none"> ○ Plans to create another Canvas shell about faculty resources to help with faculty wanting to go through the process ○ Asked Valley about how they are adding an equity piece in their POCR process • Talked about bringing the PERALTA rubric in and perhaps at a district standard to have this as a template

Valley College Updates

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> • Week 3 in a Level One Training • Norming POCR process <ul style="list-style-type: none"> ○ Hoping to be certified and approved by the end of this coming Spring semester

District Distance Education Updates

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> • Adjunct email removal: how long do adjuncts have access to emails? When they have not been teaching for over a year. This is based on the paperwork sent over to Roger from HR. • Kay suggested 2 years due to the seniority list • Cherishea will bring this up to Roger
Tools	<ul style="list-style-type: none"> • Zoom Integration and SSO: Switch date will be December 21st; switching over to the @sbccd.edu and make live the SSO portal for Zoom. There will be disturbance in connection. Emails will be sent out to the campuses about this as well as emails from Roger’s team to let everyone know. • Pearson 1.1 Removal: Classic (1.1) was supposed to be removed in August, but there was a bug. It remained in place, so the classes were not affected. Now that the bug has been fixed, the old 1.1. LTI will be removed in December. • Google 1.1 Removal: will send information on how to link up the new LTI to Canvas. Google 1.1 will no longer be updated. • Rubric for Tool Evaluation: Cherishea presented a rubric regarding tool requests. <ul style="list-style-type: none"> ○ Asked for others to review the rubric to discuss in the next meeting <ul style="list-style-type: none"> ▪ T.L. did bring up the term used “hypermediality” and that it gives the notion that it is overusing one specific medium <ul style="list-style-type: none"> • Cherishea discussed changing the term
Professional Development	<ul style="list-style-type: none"> • Wrapping Up 12/07 10 am and 1 pm: Workshop will cover how to wrap up courses; TidyUp; etc.
Canvas Releases/Update	<ul style="list-style-type: none"> • Discussions /Announcement Redesign: In July 20, 2024, this feature will be permanent and enforced. It will not be an option. Right now, Canvas is pushing the use of it. Spread the word and DE will as well. <ul style="list-style-type: none"> ○ Per request, Cherishea showed how to enable it now (Settings→Features→Enable Discussion Feature) and what the feature looks like in a Canvas course • Canvas Updates
DTMP	<ul style="list-style-type: none"> • District Technology Master Plan: Luke has been working with the District to work on the plan. He has asked for this committee to give feedback to him by the next meeting. <ul style="list-style-type: none"> ○ Davena asked if this is dealing with physical technology or more on software and trainings <ul style="list-style-type: none"> ▪ Andy mentioned it is more general like how to promote instruction and learning, better support students, technology plans, etc. and ties to the District goals and objectives.

Discussion Topics

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> • Preferred Pronouns Expansion: Rania mentioned there was a Safe Space Training at Valley. There was a discussion about pronouns. Mentioned that she wants to hear from DECC and reach out to this outside agency to make a

TOPIC	DISCUSSION
	<p>decision/advise for the District: Rainbow Alliance Committee</p> <ul style="list-style-type: none"> ○ Safe Space at CHC is not a formal body. Cynthia did say they are invited to this meeting and gave a link to Brandi and Breanna. At ETC and DEP did talk about seeing if there was a way to suggest a box added that can type their pronoun as opposed to a specific list. However, no box is in place at this moment to do this. Bring up to Canvas again about this potential idea/feature. ○ DE looked into NameCoach that was suggested by Cynthia. However, the display of pronouns would not be visible everywhere. ○ The discussion should be on what options are on the list. ○ “Ask Me Privately” can be customized to be “Ask Me” so pronouns are not limited. <ul style="list-style-type: none"> ▪ Reach out to campus Safe Space groups to hear feedback on which pronouns to use
	<ul style="list-style-type: none"> ● Announcements in Canvas: this has been brought up to DECC a couple of times. It has been focused mainly on technology concerns/usage in Canvas. <ul style="list-style-type: none"> ○ There is currently one that states when to register for courses ○ Cherishea did some research on how other campuses tackle this and most do a form request <ul style="list-style-type: none"> ▪ Kay stated that the announcements should expand to even advertise events on campus ▪ Davena stated that the announcements should be looked at with the experience gained from other resources: texts, emails, etc. so it is not an overload on students or a competition on space <ul style="list-style-type: none"> ● Advised that may be creating a list that are definitive topics that will be posted and creating a process on how to request ● Cynthia brought up Impact on this, but it is not intended to be a tool to advertise campus events
	<ul style="list-style-type: none"> ● AI use in assignments: Topic was brought back onto the agenda from the previous meeting. Davena is bringing this concern to DECC because there is an issue that faculty are using AI verification tools outside of Canvas to check if students are using AI. There has been an increase in students being accused of plagiarism that an employee wanted to address and to see if there is a process or tool in place to better assist faculty when tackling these situations. <ul style="list-style-type: none"> ○ T.L. brought up that he uses multiple AI checkers to see if students are using it and let students know that he will be checking their work with these tools. ○ Davena stated that this needs to be addressed on multiple levels and over a period of time because this is a shift in how we use the technology, how we check for it, etc. ○ Stephanie stated that students and faculty both need to have a rubric in place to provide direction on what is or not allowable. This is a larger aspect that needs to be tackled as a district. ○ Kay mentioned that discipline discusses are key because it is different and needs to be broken down ○ Davena brought up that this committee can start the conversation and ask the hard hitting questions to get this process started; maybe even

TOPIC	DISCUSSION
	include technology committees on this as well. Wanted to bring this up to create baselines or a starting point on this.
	<ul style="list-style-type: none"> • Portal Guard Password Screen revision: This is regarding the password wording on the Portal: “Your account currently has 1 unsuccessful attempt. For your own protection, your account will be temporarily locked after 5 unsuccessful attempts. If you are still having issues please click here to reset your password.” <ul style="list-style-type: none"> ○ Kay brought up that the last sentence reads that the password reset can only be used after 5 failed attempts. ○ This will be tabled for the next meeting ○ T.L. asked what happens during the lock-out <ul style="list-style-type: none"> ▪ Cherishea said that this information should be included as well • District Calendar Committee: Stephanie brought up that it would be beneficial that someone from DE attends the committee to bring forward that perspective
Tools	<ul style="list-style-type: none"> • Harmonize Pilot • Kahoot(Demo) <ul style="list-style-type: none"> ○ \$13800 per year (this is for 300 users) ○ Explore for next meeting • Delphinium(Demo) <ul style="list-style-type: none"> ○ Module designs, gamefying, personalized messaging ○ \$3 per student and one-time set up of \$1000 • NameCoach (Demo) <ul style="list-style-type: none"> ○ Puts the pronouns under “People” in the courses and not throughout Canvas ○ Davena asked if this could be brought up to the next meeting <ul style="list-style-type: none"> ▪ That it can be looked at as part of EEO or a DEIA lens and that district may be able to fund it as opposed to from technology’s budget

Next Meeting:

December 11, 2023