



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
DISTANCE EDUCATION COORDINATION COUNCIL

MINUTES  
MARCH 11, 2024 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><b>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, Ilaria Henein</b></p>
MINUTES APPROVAL	<p>Approved By: <i>Cynthia Hamlett</i> Seconded By: <i>TL Brink</i></p>

### Crafton Hills Updates

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>• DEP working on committee goals for this semester and the future; focusing on the PPR to achieve this.</li> <li>• One goal focused on was the CHC DE Pathways and online degrees; tying them to Guide Pathways (MAPS) at Crafton. This will be updated on the website. Working with Shella Scott on this.</li> <li>• POCR Team is putting finishing touches on the review process.</li> <li>• Identified first 3 courses to review that will have CHC become local POCR certified.</li> <li>• Hoping to have all three reviewed by the end of the semester.</li> </ul>

### Valley College Updates

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>• Finish up refresher training and see when to offer them next. Looking at a 3 year cycle on how frequently to update the refresher and training. Will reach out to Cynthia about this.</li> </ul>

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>• Making progress in Valley's POCR process. Working to encourage and support faculty during this POCR process so quite a bit of DE time has been focused on this aspect.</li> <li>• Attended the first regional DE committee hosted by RCCD along with Cynthia, Kay, Cherishea, and Brandi.</li> <li>• Davena would like to hear more about how Crafton is tying their DE pathways to Guided Pathways and if there is any additional information that can be sent over, it would be greatly appreciated it.</li> <li>• DE Lead positions are up for the next 3-year term selection. Maggie and Davena will be applying again.</li> <li>• <a href="#">AP4105</a> is going through process right now and being voted on at the senates and appropriate constitute bodies. New language that is pointing to the preparedness of instructors to teach in an online environment; referencing the role of the DE committees at each campus to be the advising body on what that preparation looks like. Delegates the recommendation process for what preparedness means in the AP.</li> </ul>

### District Distance Education Updates

TOPIC	DISCUSSION
Tools	<ul style="list-style-type: none"> <li>• <b>Zoom Integration and SSO (on hold):</b> There was going to be an issue accessing the communications. Looking to implement this May 30<sup>th</sup> so it is after Spring grades are due. The intention is that all domains will be added to everyone's Canvas account (@sbccd.edu, @valleycollege.edu, @craftonhills.edu) so there will not be any glitches to the communication and the transition to SSO. Emails will be sent out about this transition to help prepare everyone about this and the Zoom integration.</li> <li>• <b>Harmonize Pilot:</b> There was a workshop offered during Flex Day and another offered later. There is the option to do multiple due dates and even an AI checker tied to Turnitin to see if they are used in the discussion posts. <ul style="list-style-type: none"> <li>○ Rania mentioned we (all) are dropping the ball in getting this communication out and asked district to send out more.</li> <li>○ However, district has sent multiple emails about this.</li> <li>○ This was even a topic brought up at the Region DE Meeting to try and fix the communication issues to the campuses.</li> <li>○ Since the pandemic, Rania mentioned that the communication has been out of sync so we should definitely work on fixing that.</li> <li>○ Rania stated that there needs to be more partnership so that way Rania knows what she is sending out as opposed to just forwarding the information out to the campuses.</li> <li>○ Davena mentioned that should be some collaborative presentation since we are doing quite a bit in our own areas to help out others, but creating this collaboration can help with cross referencing.</li> </ul> </li> <li>• <b>Badges (<a href="#">Canvas Credentials</a> and <a href="#">Accredible</a>):</b> Both programs allow you to house badges from various platforms. Accredible allows you to add their "digital wallet" to your phone. Accredible also has a robust certification creation in their platform. Credentials has certification but not at the level of Accredible. This is a service Office of Instruction was looking at. Both can be integrated into Canvas and accessed outside of it.</li> </ul>

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	<ul style="list-style-type: none"> <li>○ PDFs included in the chat to show a comparison of what each offers: <a href="#">Accredible</a> and <a href="#">Canvas Credentials</a></li> <li>○ Accredible also has a robust career pathways/readiness aspect tied to skills and badges. Credentials has it linked to indeed.com.</li> <li>○ Accredible looks to be a more campus wide program that would be beneficial to all departments and students.</li> <li>○ Brought up from Valley that there was a concern that Office of Instruction was looking into badging without consultation, however, Office of Instruction was only looking at certificates and not badging. <ul style="list-style-type: none"> <li>▪ However, there does need to be discussion about how everyone can use these and not just solely in classes for faculty trainings.</li> </ul> </li> <li>○ Accredible Connect Plan: \$800/month + \$1/year per recipient</li> <li>○ Canvas Credentials:</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="font-size: small;">7/1/2024-6/30/2025</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> <tr> <th style="font-size: small;">Earners</th> <th style="font-size: small;">2000</th> <th style="font-size: small;">Per User</th> <th style="font-size: small;">7000</th> <th style="font-size: small;">Per User</th> <th style="font-size: small;">15,639 (Full FTE)</th> <th style="font-size: small;">Per User</th> </tr> </thead> <tbody> <tr> <td style="font-size: small;">Subscription (annual)</td> <td>\$5,260.00</td> <td>\$2.63</td> <td>\$16,590.00</td> <td>\$2.37</td> <td>\$19,548.75</td> <td>\$1.25</td> </tr> <tr> <td style="font-size: small;">Implementation (one time)</td> <td>\$15,840.00</td> <td>\$7.92</td> <td>\$15,840.00</td> <td>\$2.26</td> <td>\$15,840.00</td> <td>\$1.01</td> </tr> <tr> <td style="font-size: small;">Total Year 1</td> <td>\$21,100.00</td> <td>\$10.55</td> <td>\$32,430.00</td> <td>\$4.63</td> <td>\$35,388.75</td> <td>\$2.26</td> </tr> </tbody> </table>						7/1/2024-6/30/2025							Earners	2000	Per User	7000	Per User	15,639 (Full FTE)	Per User	Subscription (annual)	\$5,260.00	\$2.63	\$16,590.00	\$2.37	\$19,548.75	\$1.25	Implementation (one time)	\$15,840.00	\$7.92	\$15,840.00	\$2.26	\$15,840.00	\$1.01	Total Year 1	\$21,100.00	\$10.55	\$32,430.00	\$4.63	\$35,388.75	\$2.26
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## Discussion Topics

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	<ul style="list-style-type: none"> <li>● <b>Preferred Pronouns Expansion:</b> Rania reached out about the addition of the pronouns. It was agreed to start with “the four” but with the expansion it would be a very long list that would need to be updated and can be overwhelming. <ul style="list-style-type: none"> <li>○ There was an option to “Ask Me,” but there was “privately” added to it which can be rather discerning.</li> <li>○ Agreement made and support to have “Ask Me” without “privately.”</li> <li>○ When and if it becomes available, having a field to manually type preferred pronouns would be best.</li> <li>○ Davena made the point that this is only for Canvas, but the inclusion of pronouns needs to be in other locations as well</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>● <b>Race identifier in Canvas:</b> There has been a request to add race identifiers in Canvas. <ul style="list-style-type: none"> <li>○ Questions asked: What information are we gleaming from this? What is the overall purpose of this? Have we thought about the implications from this implementation?</li> <li>○ Kay mentioned that is possibly coming from CHC; it is work that has been going on through the USC Race and Equity Center.</li> <li>○ This is to look at assignments in real time as they’re happening to watch for disproportionate impact. However, there does need to be</li> </ul> </li> </ul>

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	<p>training to couple with this implementation so there is no abuse or uncertainty on how to correctly utilize this identifier.</p> <ul style="list-style-type: none"> <li>○ TL mentioned that maybe this body can create standards or guidelines that would be helpful to the Office of Research and Planning.</li> <li>○ Davena asked who is reporting this and who is seeing this? Also, does it need to be done in Canvas or can it be done with another program? <ul style="list-style-type: none"> <li>▪ Recommended that before we make a decision, that it needs to be shown how it will actually look and how it will be used</li> </ul> </li> <li>○ Cherishea mentioned that it is still being discussed, but the two areas that are being looked at are the Gradebook and in Assignments.</li> <li>○ Andy did state that race is transferred from Colleague based on how the students reported on the application.</li> <li>○ Rania brought up that the anonymity that comes with Canvas and online classes allows for students to decide if they wish to share or not, but this would remove that option from them.</li> <li>○ Davena stated that this is a bigger discussion than what the committee should tackle because of how impactful this implementation is and that should have been brought to other bodies before reaching DECC.</li> </ul>
	<ul style="list-style-type: none"> <li>● <b>Underage identifier in Canvas:</b> Request to add this to Canvas to show which students are underage since instructors are mandated reporters. <ul style="list-style-type: none"> <li>○ This semester there was an email sent out from A &amp; R at CHC to state that there were underage students in the class and the process as well as explanation of mandated reporters.</li> <li>○ Stephanie asked for the importance of this identifier and why it was brought forward.</li> <li>○ Rania communicated with HR about mandated reporting since most faculty did not know that they were considering the higher education station. <ul style="list-style-type: none"> <li>▪ There does need to be training on this so faculty are aware and how to report.</li> </ul> </li> <li>○ Again, why is this having to go through Canvas and not another location or program?</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>● <b>Automatic Enrollment Request:</b> There was request to have students immediately be added to courses right when they register. However, there is about a 2-4 hour delay for it to show in Canvas. <ul style="list-style-type: none"> <li>○ Based off our current infrastructure, we cannot make this immediately, but the 2 hour time frame is the best that can be done regarding this.</li> <li>○ Maybe communicating this to students in the A&amp;R emails or elsewhere.</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>● <b>Bookstore Communication:</b> There were a lot of changes that occurred earlier this semester about WilloLabs and Follett. They transitioned to WilloLabs and were not included in this information. No one was actually in the loop with this. <ul style="list-style-type: none"> <li>○ The bookstore made this contract agreement without communicating with others that WilloLabs would be added.</li> <li>○ Its intention was to integrate publisher resources within this program and integrate easily into Canvas.</li> </ul> </li> </ul>

TOPIC	DISCUSSION
	<ul style="list-style-type: none"><li>○ District DE tried to meet with the bookstore to try and fix the communication between the bookstores and DDE, but it did not solve the issues.</li><li>○ VPASS are the ones that oversee the bookstores at the campuses.</li><li>○ Rania mentioned that this needs to be given to Luke so he can get this fixed at the campuses.</li></ul>

Next Meeting: April 8, 2024