



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
DISTANCE EDUCATION COORDINATION COUNCIL

MINUTES
OCT 10, 2024 2:00 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>	
<p>MEMBERS</p>	<p>Cherishea Coats, Sara Butler, Brandice Mello, Cynthia Hamlett, TL Brink, Andy Chang, Margaret Worsley, Rania Hamdy, Davena Burns-Peters, Stephanie Lewis, Kashaunda Harris, Luke Bixler, Ilaria Henein</p>
<p>MINUTES APPROVAL</p>	<p><i>Approved By: Cynthia Hamlett</i> <i>Seconded By: Rania Hamdy</i></p>

Crafton Hills Updates

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> • DEP spent time discussing the results of the Student Satisfaction Survey. Took results to CHC Student Senate. The feedback reflected the results from the survey. Ruby Z. will take the feedback and results to create a summary of data that will be presented at Academic Senate. • POOCR Committee in the process of becoming an Academic Senate subcommittee. Waiting to hear back from A.S. President because there may be some snags with holding open meetings. • ACCJC discussion on the continuum rubric and the focus on the regular and substantive interaction. Hoping to see what type of PD could be offered to strengthen this. It is presented in the certification course offered at the campuses, but to have something more outside of that course. • Working to put forward a complete list of online programs on the CHC website with help from Shella Scott.

Valley College Updates

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> • DE Committee has updated their charge recently; looking at it from a global perspective, less specific on advisement to the VPI. Included language and intention around DEIA work. • November 3rd will be the last meeting with Sochilt for POCR. • Committee is considering what trainings to bring back or create to help instructors in the DE area.

District Distance Education Updates

TOPIC	DISCUSSION
Tools	<ul style="list-style-type: none"> • <u>Zoom SSO</u> <ul style="list-style-type: none"> ○ Was a successful transition, but there was a little hiccup about accessing the SSO ○ Video to help with setting it up: https://tinyurl.com/SBCCD-SSO ○ Department Zoom accounts were running into some issues with logging in based on the department email; this is tied to the lack of aliases attached to those department emails. If you hear anyone having issues, send over to Help Desk: helpdesk@sbccd.edu • Duplicate notifications <ul style="list-style-type: none"> ○ The additional aliases attached to emails were added to the Canvas profiles for instructors. This has caused duplicate notifications to be sent out from Canvas, but District DE has sent out numerous emails stating how to rectify this and to provide clarification. • <u>CCCTechConnect Zoom Retention Policy</u> <ul style="list-style-type: none"> ○ After a year, Zoom recordings will not be housing every single recording made. At that point, recordings will only have a year deadline. ○ District DE is working to prepare for this to help people move over their recordings. Conversations on how to tackle this should start early prior to the deadline. District DE will mention often during Flex Day. • PopeTech <ul style="list-style-type: none"> ○ PopeTech has some false positives and warnings that instructors will need to ignore since there is no way to dismiss. ○ An excellent alternative is UDOIT 3.0. • Accredible <ul style="list-style-type: none"> ○ Pilot program in place for 2,000 licenses. This is primarily for the Dean's List certificates at Valley to see if this will be a good program for the future. Badges should be a discussion brought up soon to see if this program can benefit others. • <u>3CMedia Caption Service</u> <ul style="list-style-type: none"> ○ The captioning has returned to 3Cmedia! ○ If there is a large amount of videos that need to be captioned, it would be best to put in a request through the grant form. ○ https://ccctechconnect.zendesk.com/hc/en-us/articles/360050514234-Captions-Request-for-Media

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> ○ Davena asked if there is an efficient way to request this service or access it? Can there be a targeted way of getting this information to the faculty members? ○ This could be added to Faculty Resources in Canvas. Maybe we can add to website behind a login? ● <u>Khanmigo</u> <ul style="list-style-type: none"> ○ Canvas has added this. It has not been turned on for the SBCCD instance. ○ This is a tool and resource for faculty members. It is not for students. ○ There is a large focus using AI. It is added to Canvas. This is not tied to any other programs outside of Canvas. It is only linked to Canvas. ○ Discuss this next meeting to see if this can be something turned on or to keep off: https://community.canvaslms.com/t5/Partner-Listings/Khan-Academy-s-Khanmigo-Teacher-Tools-for-U-S-Educators/ta-p/617373 ○ Discussion brought up about A. Castro creating a bot to be a math tutor. Told to have him reach out to District DE to see what can be done. ○ The state was putting up a training/demo with PlayLab to do onboarding and training. How to deploy AI solutions and opportunity to interact with UCB. Individuals had to request to be a part of this.
Updates	<ul style="list-style-type: none"> ● Training <ul style="list-style-type: none"> ○ Working with PD from both campuses. There was a request for 4 workshops. ○ If there are any needs or tools that need training, District DE would be happy to offer it! ○ Cynthia asked about UDOIT Advantage. This was presented in flex day workshops and other trainings: https://sbccd.instructure.com/courses/20/pages/past-de-workshops ● Evaluations <ul style="list-style-type: none"> ○ Full swing in evaluations right now and require the person who is being evaluated to submit a request form to add evaluators to their Canvas course(s).
Canvas Updates	<ul style="list-style-type: none"> ● <u>Canvas Discussions</u> <ul style="list-style-type: none"> ○ https://community.canvaslms.com/t5/The-Product-Blog/Discussions-Help-Us-Improve/ba-p/617498 ○ That blog discussion provides the opportunity for faculty to voice concerns and issues. This is to start conversations on how to improve Discussions. ○ New Discussions are implemented throughout Canvas. It was a force push to use the New Discussions. ○ The main issue was centered around the “threatened” posts and replies. ● <u>Whats New In Canvas</u> <ul style="list-style-type: none"> ○ This was presented on Flex Day. ○ Added term verbage under courses when selecting courses on the global navigation. ○ “Published” button looks different. ○ Accessing files now has file availability options.

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> ○ Smart Search has been added to enable people to search the entire course. ○ Modules has an additional setting where student(s) can be assigned to specific assignments and set a timeframe. ○ This has been applied to all pages as well. ○ Lucid is a newer program attached to Canvas: Lucidspark and Lucidchart. ○ Announcements have a selection to “mark all as read.” ○ Announcements has a new setting to delay posting and also remove postings. ○ Gradebook added more clarifying information about total grade and who will get notifications. ○ Speedgrader has a screenrecorder option with the RCE comment area!!! ○ Speedgrader has a clear indicator about a comment being a draft if it was not successfully submitted. ○ RCE has a find and replace feature now. ○ Assignments had a pop-out/slideout tray during the summer when managing dates/assign tos. That is now removed and only available on the all Assignments area; not individual assignments while editing. ○ Interface change in Calendar; provided more information about what happens when you delete it on the calendar. ○ Inbox now has the ability to add a signature and out-of-office notice. ○ Put back “disallow” replies in Discussions and added a line to separate individual discussion posts.

Discussion Topics

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> ● Access to all department courses <ul style="list-style-type: none"> ○ Request made for managers to have access to courses. ○ Discussion about this was made to provide different perspectives regarding the topic. ○ Suggestion made to bring this up to Academic Senate. ○ From an admin perspective, this should be some type of oversight on programs both in person and online. ○ This is something long overdue and surprisingly, not discussed at SBCCD unlike other campuses. Especially regarding evaluation time, waiting for faculty to request managers added to courses. ○ Other colleges allow for administrations to have access to the subjects in their area to ensure. ○ This may need to start with the union to tackle this? But maybe Instutional Effectiveness (IEAC) can be made aware of this or even tackle this aspect. Can this be put on the agenda for the future to discuss bringing this to the District Instutional Effectiveness? ○ It is easier for classes to be checked on in person than online. ○ This is tied to accreditation. They want to see 85% of these courses achieving that prescence and interation.

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> ○ Policies need to be updated and changed to adapt to the current environment as opposed to what the environment was 20/30 years ago.
	<ul style="list-style-type: none"> ● Follett <ul style="list-style-type: none"> ○ Unsure where this conversation needs to start, but there is a lack of transparent and communication from Follett to our district. ○ This is in relation to the Willolabs issues that have occurred and District DE has tried to help where they can, but this is an outside program. ○ Davena mentioned that this may be best to bring it up to IEAC as well to make a push on fixing this. She stated that she will bring this up at the college council.
	<ul style="list-style-type: none"> ● Phantom/fraudulent students <ul style="list-style-type: none"> ○ Tabled for next meeting <ul style="list-style-type: none"> ▪ What do faculty need to do? How can we support them? ▪ AI may help with this. ▪ Still a big issue that needs to be tackled.
	<ul style="list-style-type: none"> ● Perusal (Social Annotation) <ul style="list-style-type: none"> ○ Tabled for next meeting
	<ul style="list-style-type: none"> ● AI usage on campus <ul style="list-style-type: none"> ○ Tabled for next meeting
	<ul style="list-style-type: none"> ● Student Support Hub <ul style="list-style-type: none"> ○ Tabled for next meeting

Next Meeting: November 14, 2024