

**Distance Education and Educational Technology Committee
Meeting Summary**

Tuesday, February 2, 12:30 p.m. to 1:30 p.m., 18-206

Members present: Tania Beliz, Diana Bennett, Steven Lehigh, Jaime Marron, Theresa Martin, Lee Miller, Rosemary Nurre, Steven Lehigh, Chris Smith, Jennifer Taylor-Mendoza, Jasmine Witham

Guests Present: None

Action on Agenda: Approved agenda

Action on Meeting Summary: (December 1, 2015) Approved meeting summary

Issues Discussed:

- DEETC Committee Co-chairs
 - Jennifer and Jasmine announced new leadership opportunity for the DEETC. In Fall 2016, the instructional technologist will co-chair with a DEETC faculty member.
- Instructional Technologist Position Update
 - Jennifer had to change title because HR considers a “designer” to be a faculty position and technologist is staff. The Instructional Designer job description is unchanged but is being called an Instructional Technologist.
 - In the future, the Center for Academic Excellence will be converted into a CTTL. After we hire an instructional technologist we will get a student assistant to greet and assist faculty/staff.
- WebAccess Fall 2015 Statistics (a committee member inquired about the number of users and courses in fall 2015)
 - Active Users (SMCCCD)
 - 600 “teacher” users (last logged in after 9/1/2015)
 - 18,200 students (last logged in after 9/1/2015)
 - Active courses Fall 2015
 - Canada College: 326 courses
 - CSM: 396 courses
 - Skyline College: 476 courses
- District Canvas/OEI Update
 - Diana stated that the District Academic senate approved the online rubric and standards (SMCCCD Online course rubric took OEI rubric model and customized).
 - Everyone teaching an online class must follow the rubric. There will be Board policies added as well (6.2.7.1 & 6.7.2.2)
 - Online rubric will be integrated into performance evaluations.
 - Lee Miller wants to encourage that we communicate this with faculty. What is the implementation plan? Diana will send to all faculty next week. There is a procedure for regular and effective contact for online courses. PETF committee

approved. Diana said nothing is earth shattering, everything they should already be doing.

- Jamie feels like there should be a place for all the online instructors to get this information. Form a community of online instructors.
- Rosemary commented that very few individuals read appendix G for faculty evaluations so it is frustrating. As co-chair of committee that no one knows what they are being evaluated on.
- Canvas Implementation Team (CSM)
 - Theresa, Chris, Rosemary, Tania, and Jennifer (team members)
 - Jasmine discussed ITS timeline (See Attached)
 - Theresa, Jennifer, Tania, and Diana attended the February 9th Train-the-Trainer at Contra Costa College.
 - Canvas Implementation timeline and work plan (review and approve at March meeting).
- Faculty Online Tools Survey Results (See Attached)
 - Jasmine discussed which third-party products faculty members are using.
- Review Annual Goals for 2015-2016 (See Attached)
- Distance Education Plan Update
 - Jennifer will get IPC to review activities and timelines on February 19th. (postponed to April 8, 2016)
- Online Student Success Workshops
 - Tania wants to know if we can record the workshops so students can watch it on-demand. Autumn is responsible. Alicia Franco talked about recording a student orientation. Jennifer said that maybe we need a representative from student services on this committee or someone from kinesiology.
 - Chris Smith feels that there may be a presence in other committee meetings to bring people up-to-date. If you want to record sessions, and do it well, it requires funding.

Meeting adjourned at 1:33pm

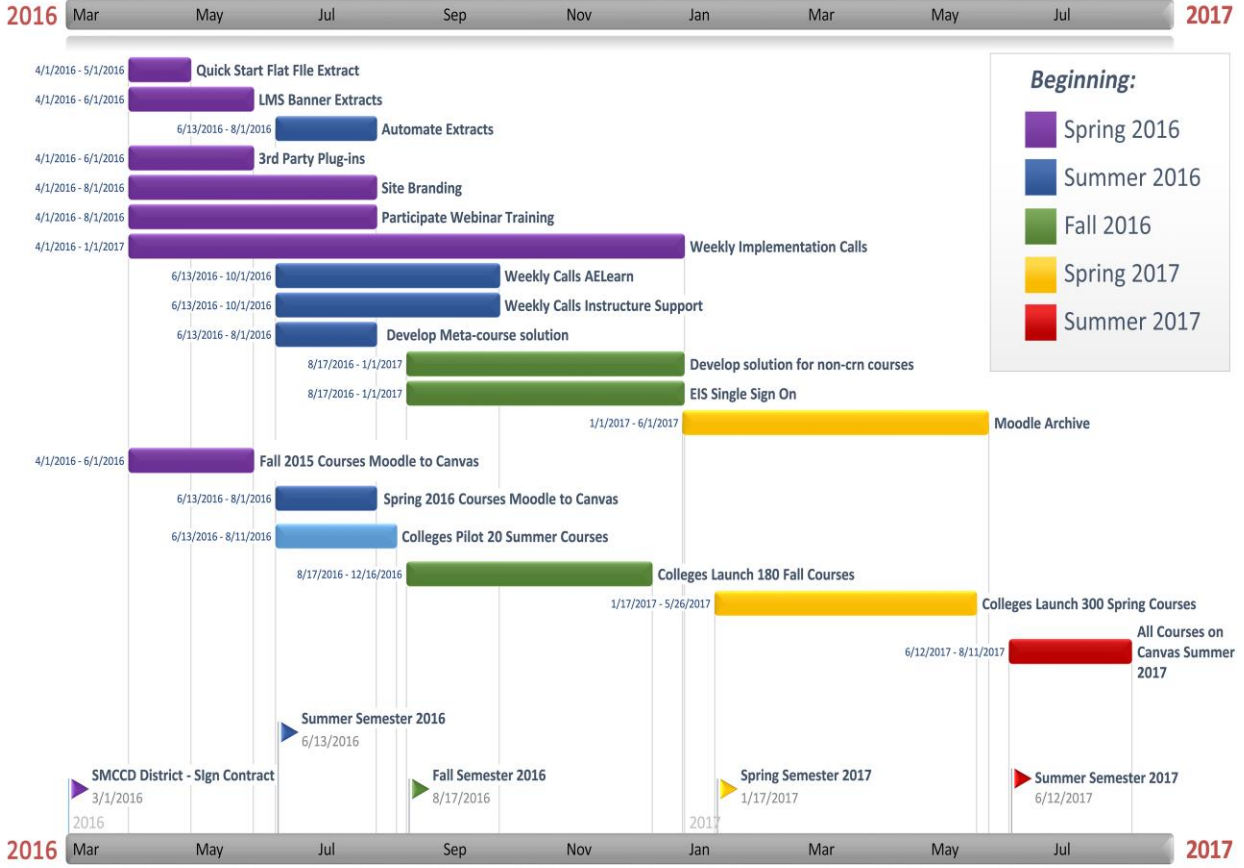
Agenda for Next Meeting: Canvas Implementation Plan

Next Meeting: March 15th, 12:30 p.m. - 1:30 p.m.

Summary Prepared by: Jasmine Witham on 2-2-16

SMCCCD ITS Canvas Implementation Timeline

Modified: 1/7/2016



Faculty Online Tools

Fall 2015 Survey Results

3Cmediasolutions

<https://www.3cmediasolutions.org>

Streaming service where my video lectures are posted and then embedded into WebAccess.

Audacity

<http://audacityteam.org>

Audacity is free, open source, cross-platform software for recording and editing sounds.

CengageNOW

<http://west.cengage.com/ilrn/authentication/welcome.do>

Homework manager

Chem Wiki

<http://chemwiki.ucdavis.edu>

The ChemWiki is a collaborative approach toward chemistry education where an Open Access textbook environment is constantly being written and re-written by students and faculty members resulting in a free Chemistry textbook to supplant conventional paper-based books.

Chem1

<http://www.chem1.com/chem1>

Virtual textbook and practice problems

Chembuddy

<http://www.chembuddy.com>

For balancing chemical equations practice

Clickers

<https://www1.iclicker.com>

Smart device for students to answer questions during class

ConnectPlus

http://connect.mheducation.com/connect/login/index.htm?&BRANDING_VARIANT_KEY=en_us_default_default&node=connect_app_8_95

McGraw-Hill Connect is a digital teaching and learning environment that saves students and instructors time while improving performance over a variety of critical outcomes.

Dropbox

<https://www.dropbox.com>

File sharing and storage

Edpuzzle

<https://edpuzzle.com>

Tracks whether or not students have viewed videos and how many times per section of the video (if they rewind a part)

Geogebra

<http://www.geogebra.org>

A graphic calculator for functions, geometry, algebra, calculus, statistics and 3d math

Google Sites

<https://sites.google.com>

for sharing files and handouts with students

Khan Academy

<https://www.khanacademy.org>

students can use for reviewing math and physics concepts related to the course

Kizoa

<http://www.kizoa.com>

Slideshow and video maker

Lectora

<http://trivantis.com>

Authoring program used to post content.

MasteringBiology

<http://www.pearsonmylabandmastering.com/northamerica/masteringbiology/>

A service of Pearson Publishing associate with their textbook

McGraw-Hill COSMOS

<http://cosmos.mhhe.com/users/login>

Online homework system

MIT open courseware

<http://ocw.mit.edu/index.htm>

All MIT course content available freely online

MyAccountingLab

<http://www.pearsonmylabandmastering.com/northamerica/myaccountinglab/>

Online learning system from Pearson

MyMathLab

<http://www.pearsonmylabandmastering.com/northamerica/mymathlab/>

MyOpenMath

<https://www.myopenmath.com>

Open source site

NoviSurvey

<https://novisurvey.smccd.edu>

District supported online survey solution. Used by faculty for end of year survey.

OpenStax

<https://openstaxcollege.org>

free chemistry textbooks Resources I haven't used yet, but am considering

Phet

<https://phet.colorado.edu>

Online simulations for physics and chemistry based out of Colorado

Poll Everywhere

<https://www.polleverywhere.com>

Anonymous polling - similar to the way clickers are used, but students can use a computer to answer or a mobile device s

Prezi

<https://prezi.com>

Presentation software that uses motion, zoom, and spatial relationships to bring your ideas to life and make you a great presenter

Purdue OWL

<https://owl.english.purdue.edu/owl/>

Free service for resources on writing projects

Royal Society of Chemistry

<http://www.rsc.org>

For inspiration for new labs. I also recommend that all of my students download their periodic table app, so they have a good periodic table with them at all times.

Sage

<http://www.sagemath.org>

Similar to Mathematica but implemented in python and free to use on occasion for student projects.

Sapling Learning System

<http://www2.saplinglearning.com>

online homework

Screencast

<https://www.screencast.com>

Online secure video hosting service I use to deliver video graded writing work

screencast-o-matic

<https://screencast-o-matic.com/home>

Free tool for creating videos of screen.

SIMNet

<http://successinhighered.com/cit/simnet>

McGraw Hill solution for teaching and assessing proficiency in the latest Microsoft® Office applications.

Socrative

<http://www.socrative.com>

Mobile-based resource to test understanding

SurveyMonkey

<https://www.surveymonkey.com>

Online survey platform (*Note: We recommend using District supported Novisurvey instead*)

TedTv

<https://www.ted.com>

Online video lecture series that are short, concise and make you think.

Twitter

<https://twitter.com>

Social Media site for posting one sentence status updates that students can subscribe.

Videolicious

<https://videolicious.com>

Create professional videos quickly and easily on the spot from your mobile device

Vimeo

<https://vimeo.com>

Similar to YouTube, allows you to publish videos online

WebAccess

<https://smccd.mrooms.net>

SMCCCD Course management system for engaging with students in your classes online

WebAssign

<https://www.webassign.net>

Course management system

WebMO

<http://www.webmo.net>

free chemistry simulations and computations for models and geometry

Weebly

<http://www.weebly.com>

Public, easy to build website (recommended you use district services)

Xyzhomework

<http://www.xyzhomework.com>

XYZ Homework provides powerful instructional tools for mathematics faculty and students

Youtube

<https://www.youtube.com>

For demos that are too dangerous to do in class.

**Annual Reporting Form
2015-2016 Goals
Distance Education and Education Technology Committee Goals**

A. Describe how each goal relates to CSM's Mission and Institutional Priorities (found at the end of this document). Describe the results you expect to achieve for each goal.

Goal #1: Investigate lower rates of student success and completion in face-to-face and online mode coursework.
Connection to Institutional Priority: This goal relates to Institutional Priority 1: Improve Student Success and Priority 2: Promote Academic Excellence.
Expected Outcome: PRIE has already presented the data to the DEETC. The committee will continue to assess and discuss the differentials next semester. Also, the Vice President of Instruction (VPI) has requested the instructional deans to identify gaps and provide information to help contextualize the differentials. Once identified, the VPI will consult with DEETC to help determine recommendations for improvement. In addition, with the adoption of Canvas and other resources supported by the Online Education Initiative (OEI), the committee will develop a plan to build capacity for support services in all distance education courses.

Did You Meet This Goal? Fully Met **Partially Met** Not Met

Comments: (If applicable, please indicate any significant accomplishments or challenges in meeting this goal)

According to John Sewart, numerous variables influence the differentials. DEETC will consider these variables, such as, instructor variability in grading practices, and course delivery in context, when analyzing the data.

Goal #2: Implement a staffing plan for the Distance Education program that supports the professional development and technical support needs of faculty teaching online courses.

Connection to Institutional Priority: This goal relates to Institutional Priority 2: Promote Academic Excellence, Priority 3: Develop Responsive, High-Quality Programs and Services, Priority 4: Support Professional Development, and Priority 5: Implement the Integrated Planning Cycle and Ensure Fiscal Stability and the Efficient Use of Resources.

Expected Outcome: Hire an Instructional Designer to begin Spring 2016 to address continuing, unmet, distance education program needs. Once staffing is met, the Instructional Designer will work with DEETC and Academic Support and Learning Technologies Dean to implement and modify components of the existing staffing

plan. The committee should review model distance education programs, in particular, Skyline College's model program, Center for Transformative Teaching and Learning (CTTL).

Did You Meet This Goal? Fully Met Partially Met **Not Met**

Comments: : (If applicable, please indicate any significant accomplishments or challenges in meeting this goal)
N/A

Goal #3: Develop a detailed work plan to assure that all instructional materials in face-to-face and online courses meet Section 504 and 508 standards for accessibility (Universal Design).

Connection to Institutional Priority: This goal relates to Institutional Priority 1: Improve Student Success, Priority 2: Promote Academic Excellence, Priority 3: Develop Responsive, High-Quality Programs and Services, and Priority 4: Support Professional Development.

Expected Outcome: By the end of Spring 2016, all courses will meet accessibility compliance, or have a target date for completion. Instructional Designer, will collaborate with VPI, instructional deans, Academic Senate President, and DEETC to develop and implement a detailed work plan.

Did You Meet This Goal? Fully Met Partially Met **Not Met**

Comments: : (If applicable, please indicate any significant accomplishments or challenges in meeting this goal)
N/A

Goal #4: Evaluate the college's progress in meeting the Distance Education Plan goals and objectives for 15-16 academic year.

Connection to Institutional Priority: This goal relates to Institutional Priority 3: Develop Responsive, High-Quality Programs and Services, Priority 5: Implement the Integrated Planning Cycle and Ensure Fiscal Stability and the Efficient Use of Resources, and Priority 6: Enhance Institutional Dialog.

Expected Outcome: The Institutional Planning Committee (IPC) will identify gaps and make recommendations for planning improvement. In Spring 2016, the DEETC will share revised activities and plan with IPC members for input.

Did You Meet This Goal? Fully Met Partially Met **Not Met**

Comments: : (If applicable, please indicate any significant accomplishments or challenges in meeting this goal)
As Dean of Academic Support and Learning Technologies, I recommend IPC make the college's progress in support of distance education a high priority. It is important to meet District Board Goals and ensure accreditation compliance.

Goal #5: Implement the OEI Course Design Rubric for all distance education courses.
Connection to Institutional Priority: This goal relates to Institutional Priority 1: Improve Student Success, Priority 2: Promote Academic Excellence, and Priority 3: Develop Responsive, High-Quality Programs and Services.

Expected Outcome: The District and College Academic Senates have approved resolutions to adopt the OEI Rubric. The Instructional Designer, will collaborate with VPI, instructional deans, Academic Senate President, and the DEETC to develop and implement a detailed work plan.

Did You Meet This Goal? Fully Met Partially Met **Not Met**

Comments: (If applicable, please indicate any significant accomplishments or challenges in meeting this goal)
N/A