

Distance Education and Educational Technology Committee

Meeting Summary

Tuesday, September 6, 12:30 p.m. to 1:30 p.m., Center for Academic Excellence (18-206)

Members Present: Tania Beliz, Trang Luong, Joe Mangan, Theresa Martin, Teresa Morris, Rosemary Nurre, Erica Reynolds, Jasmine Robinson, Chris Smith, Jennifer Taylor-Mendoza, Amir Farhan Mat Kamal (student representative)

Guests Present: Janet Black and Rupinder Kaur

Action on Agenda: (September 6, 2016) Approved meeting summary with the following changes:

- Jennifer asked that we go through the members and ensure we have proper representation
- Theresa would like to discuss the support and resources provided through the distance ed office

Action on Meeting Update: Approved meeting update.

Issues Discussed:

- I. Review membership
 - i. Jasmine last name is Robinson
- II. Meeting Update – May 10th, 2016
 - i. Update from the DEA meeting
 - a. Demonstration of a product called Softchalk
 - i. It's a competitor of Canvas (another LMS). Curriculum authoring, repository to house files,
 - ii. Concerns about the accessibility of the interactive feature
 - iii. You can integrate Softchalk with Canvas but it does not make sense
 - ii. Branding Canvas
 - a. Deciding if we wanted to brand the canvas instance for the three colleges and decided to maintain the standard look. That way we can share the training documentation between colleges.
 - b. Discussion
 - i. Rosemary asked if we can consolidate learning across the district. So that classes are not cannibalized. Jennifer said it is in the work plan in addition to ensure we are offering all necessary courses towards a degree.
 - ii. Janet says that it seems students want to take their courses at their home school.
 - iii. Rosemary said she gets students from all three colleges but she thinks we are cancelling classes that could fill if we aligned better.
 - iv. Theresa mentioned wanting to review the plan to ensure it's addressed.
- III. Recommendation for a Faculty Co-Chair
 - i. Rosemary said the problem is we are already on several committees. Many of the people in the room are the same familiar faces in other campus meetings.
 - ii. Joe Mangan volunteered.
- IV. Membership
 - i. Theresa suggested to add more classified staff
 - ii. Rosemary suggested someone from DSPS
 - iii. Removing Annette Perot, Yoseph, Lee Miller, Jaqueline Gamelin

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- iv. Stephanie or Teresa will rotate from the library
- V. Canvas Implementation Plan Updates
 - ii. Pilot
 - a. Faculty participating pilot for Summer, Fall and Spring
 - b. During this time, these faculty members will get focused training
 - c. They would be using Canvas solely, leaving WebAccess
 - iii. Non-Pilot
 - a. During the next year we need all faculty to migrate
 - b. They can participate in more general training
 - c. They have the whole year to slowly build out their courses in Canvas
 - iv. Pilot Discussion
 - a. Rosemary asked about migrating courses. Erica responded that worse-case scenario, we will pay for services to migrate the course over
 - b. Theresa asked if we would still require a certain number of hours of training
 - c. Jennifer is moving away from a mandate of requirements and instead have a checklist (differentiated instruction)
 - d. Training for student. Training is available on the CSM site and Erica is developing a district course for student training. Training is per module and is provided on-demand. Hoping to create a video tutorial on how to use canvas in their courses integrated into their course content. There is a Canvas Guide with a wealth of tutorials and video guide. @one has online training.
 - v. Canvas Stats
 - a. 8 course shells in Canvas for Summer 2016
 - b. 109 course shells in Canvas for Fall 2016
 - c. Every division has at least 2 representatives on the pilot if not more
 - d. Math and Science have the highest number of courses but LA has the most faculty participating.
 - e. 36 instructors who have expressed interest for the Spring pilot
 - vi. Canvas Training
 - a. Training for instructors will be about 5 three-hour workshops probably on Friday afternoons
 - b. General workshops (open to the public) weekly workshop wed 12:30-1:30
 - c. Evening classes 4:30-5:30 on alternating Tuesdays and Thursdays
 - d. Jennifer is working with the deans on status of faculty so that no one does not feel they were not notified that WebAccess is going away. They are checking names.
 - e. Theresa mentioned the scheduling may be difficult for some faculty. Might need to add a Monday and Wednesday evening occasionally
 - vii. Canvas Integrations
 - a. Cengage
 - b. McGraw Hill
 - c. McMillian
 - d. Pearson
 - e. Willey-Plus

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- i. Turnitin
 - ii. NetTutor
 - a. Rosemary feels that tutoring should be available to Canvas and WebAccess students. It's an unfair advantage for Canvas students who may be taking the same course.
 - b. Ron Andrade will be sending out an all-campus email soon that will announce net tutor
 - viii. Theresa asked if faculty like Canvas so far. Erica said that it has been an adjustment but for the most-part they like it.
- VI. Update on Online Learning Support Services
- i. Jennifer created an ad hoc working group called: Online Learning Support
 - ii. It is not policy planning but more a discussion of online services and tools (eLibrary, eCounseling, Student Readiness Modules, NetTutor, Comevo, etc.)
 - iii. Jennifer will post summary notes and agendas
- VII. DE Plan Review
- i. Erica and Jennifer are glued to the DE Plan and the Canvas Work plan
 - ii. This plan term will end Spring 2017
 - iii. We will need to form a new plan
 - iv. A lot of the writing originally was done by PRIE
 - v. It will be another 3-year plan
 - vi. Will need to report on Annual Goals at IPC
 - vii. Goal #6 – working on currently, DE Dean (Jennifer), Instructional Technologist (Erica), DE Coordinator (Jennifer and Erica). Jennifer is requesting additional staff.
 - viii. Theresa feels there is a need to train students on the technology too because some are struggling.
- VIII. Agenda items for next meeting
- ix. Update from Ron on NetTutor and WebAccess
 - x. Jennifer to provide minutes from online support meeting
 - xi. Discuss the Plan and Budget

Next Meeting: October 4th, 12:30 p.m. - 1:30 p.m.

Summary Prepared by: Jasmine Robinson on 09-06-16