

Distance Education and Educational Technology Committee

Meeting Summary

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

Members Present: Diana Bennett, Fermin Irigoyen, Steven Lehigh, Trang Luong, Joe Mangan, Teresa Morris, Rosemary Nurre, Erica Reynolds, Jasmine Robinson, Jennifer Taylor-Mendoza, Amir Farhan Mat Kamal (student representative)

Guests Present: Ron Andrade

Action on Appoint Note-Taker: Joe Mangan was appointed.

Action on Agenda: Approved meeting agenda. With addition recommended by Erica Reynolds. (Default grading matrix)

Action on Meeting Summary: Approved previous meeting summary. (With attention to minor spelling corrections)

Issues Discussed:

- I. NetTutor Presentation (See Appendix A)
 - A. Presentation and discussion lead by Ron Andrade on the topic of NetTutor. Highlights of his presentation were:
 - i. At this time for those courses utilizing Moodle, a student has to register for LCTR 698 (93480) to access the service. For those already using Canvas there is a link to NetTutor on the Canvas platform.
 - ii. Standard tutor requirements are similar to those used for our Learning Center tutors.
 - iii. New courses can be added to the program as demands dictates.
 - iv. There have been 76 live tutoring sessions. (With 43 those being for Physics)
 - v. Discussion points:
 - a) Try to tie service into the Early Alert system. Notifying those students that may be having trouble in a course that the NetTutor service is available to them.
 - b) Collect data at the end of the semester to determine success of service.
- II. Canvas Update on Fall Semester
 - A. Erica Reynolds presented current data from the fall Canvas Pilot program. (See Appendix B). And a survey from CSM instructors who are utilizing Canvas. (See Appendix C).
- III. Update on Online Support Meeting (See Appendix D).
 - A. Tabled for future discussion
- IV. Canvas Grading Schema
 - A. Presentation and discussion lead by Erica Reynolds on the aspect of utilizing a default grading scheme for Canvas based courses

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- i. Discussion determined that there was not a standard grading scheme utilized across courses and disciplines. Discussion confirmed that this feature would not be beneficial to implement into the Canvas platform
- V. Agenda Items for Next Meeting
 - A. Proctorio Discussion
 - B. Strategy for Spring Canvas Course Migration
 - C. Update on Online Support Meeting

Next Meeting: December 6th, 12:30 p.m. - 1:30 p.m.

Summary Prepared by: Joe Mangan on 11-01-16

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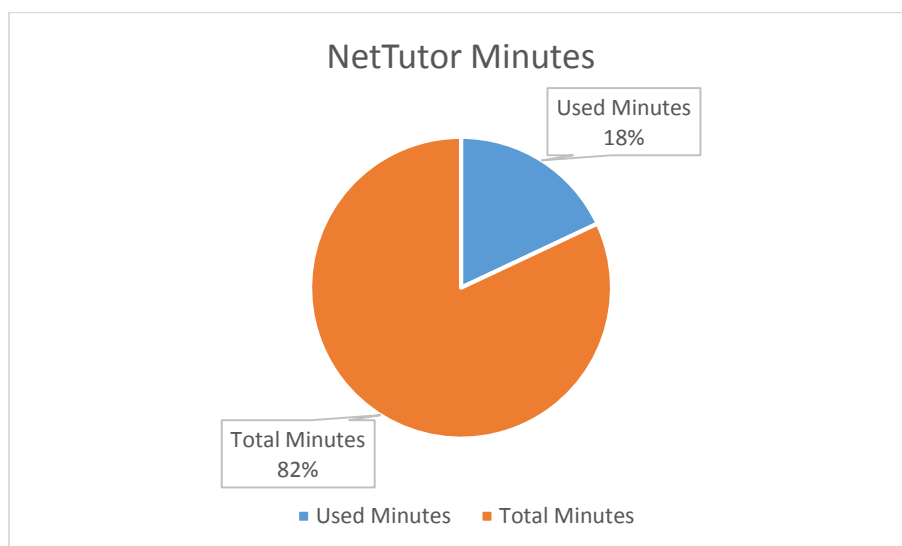
Appendix A

NetTutor Usage Data as of October 3, 2016

Running Totals since June 13, 2016.

Type	Number of Sessions	Time (minutes)
Live Tutorial	38	1168
Paper Center	0	0
Q & A Center	9	150
	<hr/> 47	<hr/> 1318

Group	Number of Sessions	Time (minutes)
NetTutor Physics Tutor	33	1095
NetTutor Biology Tutor	2	11
NetTutor Computer Science and IT Tutor	1	6
NetTutor Math Tutor (Calculus and Above)	5	64
NetTutor Chemistry Tutor	2	32
NetTutor Sociology Tutor	1	36
NetTutor History Tutor	1	1
NetTutor Intro to Philosophy Tutor	2	73
	<hr/> 47	<hr/> 1318



Appendix B

CSM CANVAS USAGE REPORT FALL 2016 – AS OF NOVEMBER 1, 2016

GENERAL USAGE

Description	Activity as of August 16, 2016
Courses <i>Number of courses that are published in the account.</i>	75
Teacher <i>Number of unique teachers have had activity within the selected term. If one user is a teacher in 5 courses, the statistic will count as 1 teacher.</i>	54
Students <i>Number of unique students have had activity within the selected term. If one user is a student in 5 courses, the statistic will count as 1 student.</i>	1,987
Assignments <i>Number of assignments submitted to active courses</i>	1,724
Discussion Topics <i>Number of discussion topics posted to active courses.</i>	595
File Uploaded <i>Number of files uploaded to the account. Deleted files do not count here.</i>	3,778
Media Recordings <i>Number of media objects uploaded to active courses, such as video, audio, and music files.</i>	110

ACTIVITY BY CATEGORY

The View Activity by Category graph shows all activity in the account by feature category. The x-axis represents activity by category, while the y-axis represents the number of page views. The General category refers to the top level page views of the course that are not counted in the more specific categories, which include the Course Home Page, the course roster (People page), Course Settings, and the Syllabus.

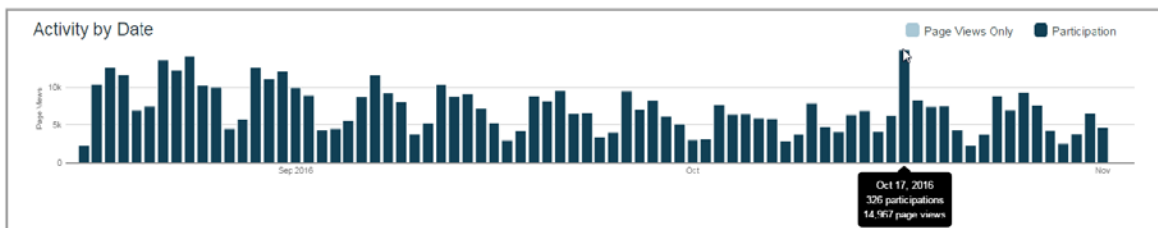
Activity by Category



CSM CANVAS USAGE REPORT FALL 2016 – AS OF NOVEMBER 1, 2016

ACTIVITY BY DATE

The Activity by Date graph shows all account activity for all users enrolled in a course for the term. The x-axis represents the term dates, while the y-axis represents the number of page views.



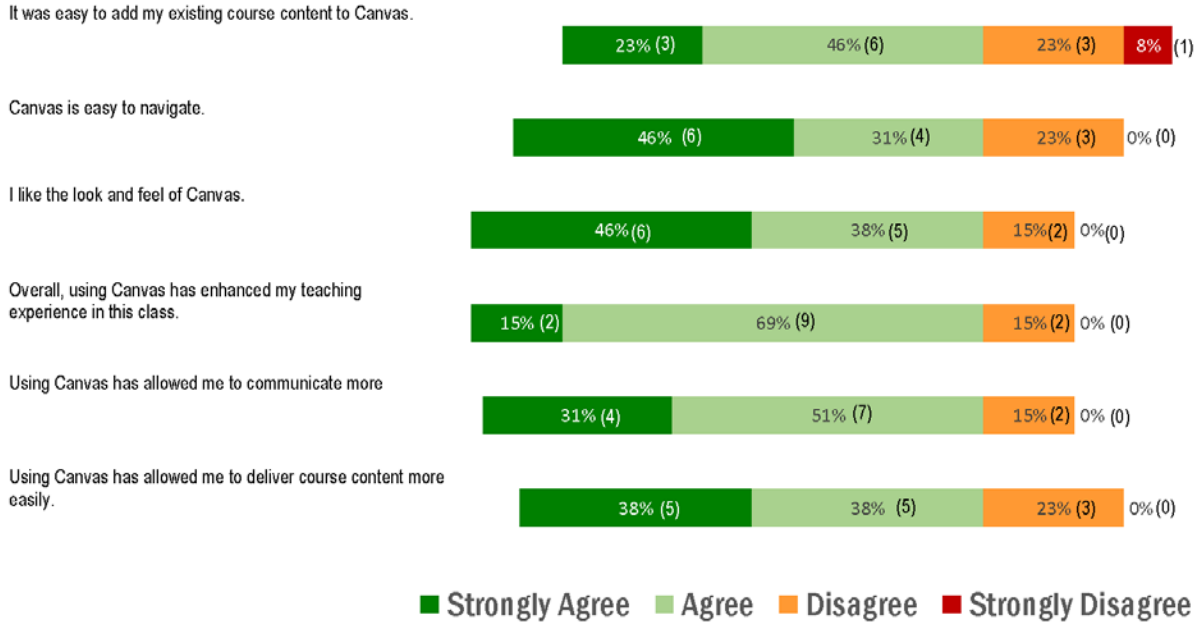
The following user actions will generate analytics participation:

- Collaborations: loads a collaboration to view/edit a document
- Conferences: joins a web conference
- Discussions: posts a new comment to a discussion
- Announcements: posts a new comment to an announcement
- Pages: creates a wiki page
- Modules: views or creates content in modules
- Grades: views or updates the gradebook or grades page, uploads files to the gradebook, creates a grading standard
- Groups: views content within groups
- Files: uploads or views files or folders
- Quizzes: submits a quiz (student)
- Quizzes: starts taking a quiz (student)
- Assignments: submits an assignment (student)
- Calendar: updates a calendar event's settings or description (both instructor courses and student calendar events)
- Assignments: updates an assignment's settings or description (instructor)

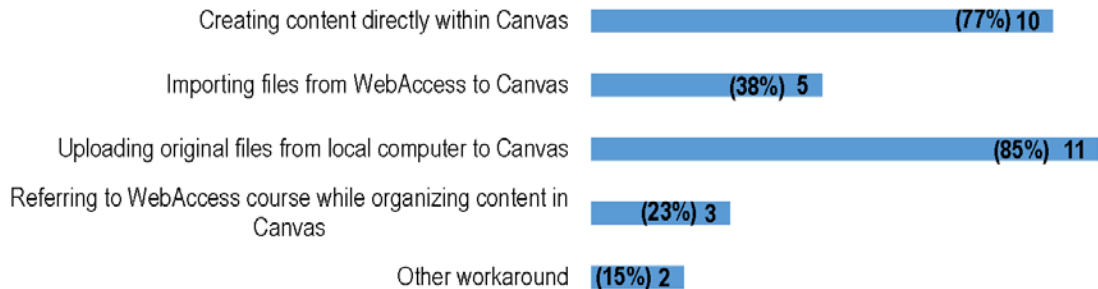
Appendix C

CSM CANVAS INSTRUCTOR SURVEY RESULTS

Q1: PLEASE RATE YOUR AGREEMENT WITH THE FOLLOWING STATEMENTS:



Q2A: WHICH OF THE FOLLOWING PROCEDURES DID YOU FIND SUCCESSFUL FOR ADDING COURSE CONTENT TO CANVAS? PLEASE SELECT ALL THAT APPLY.

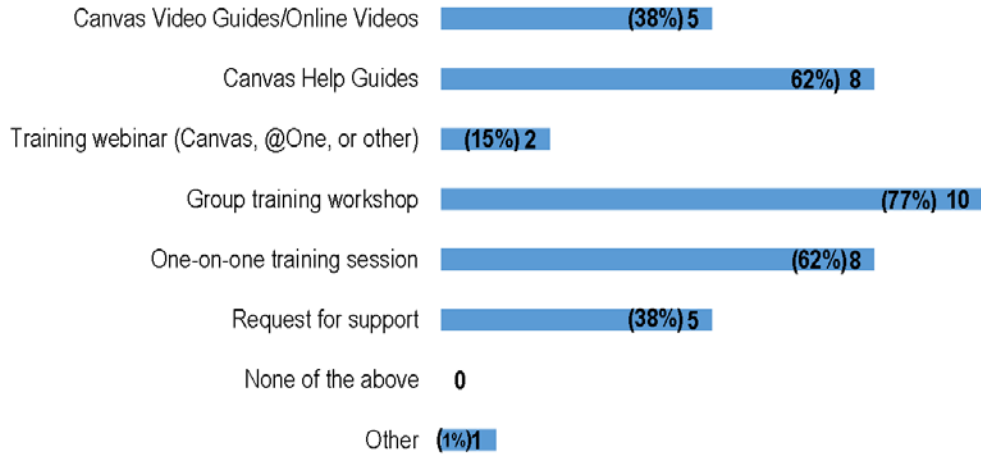


Q2B: IF YOU SELECTED "OTHER WORKAROUND" IN QUESTION 2A, PLEASE DESCRIBE THE WORKAROUND AND YOUR REASONS FOR USING IT.

- SCORM packages didn't import as expected so I had to make some new quizzes from existing question banks.
- Using deep integration with McGraw hill

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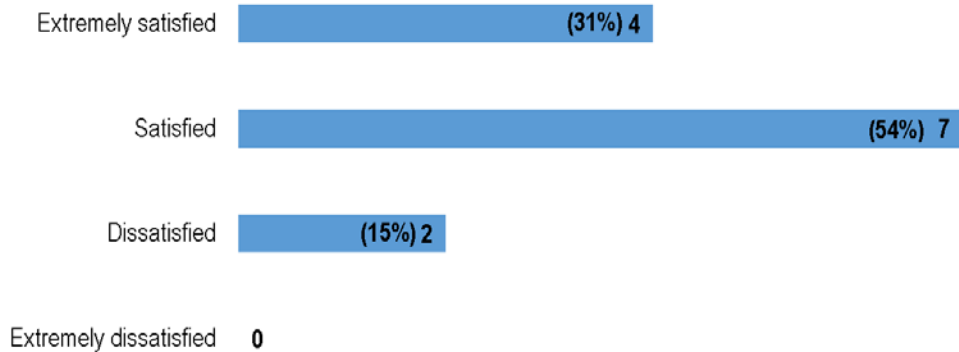
Q3A: WHICH OF THE FOLLOWING METHODS DID YOU USE TO LEARN HOW TO USE CANVAS? PLEASE SELECT ALL THAT APPLY.



Q3B: IF YOU SELECTED "OTHER" FOR QUESTION 3A, PLEASE DESCRIBE THE OTHER METHOD USED TO LEARN CANVAS.

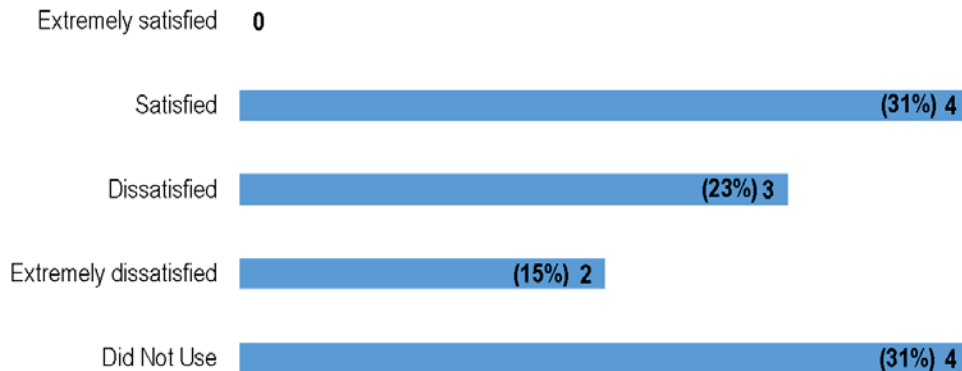
- Trial and error, self learning

Q4: HOW WOULD YOU RATE YOUR OVERALL SATISFACTION WITH CANVAS?

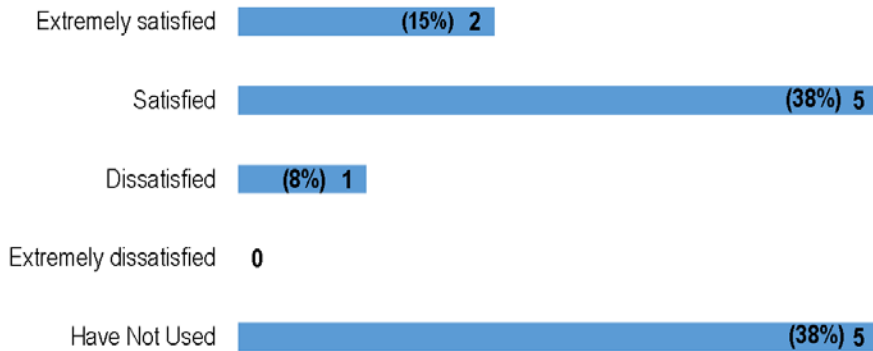


CSM CANVAS INSTRUCTOR SURVEY RESULTS

Q5: HOW WOULD YOU HAVE RATED YOUR OVERALL SATISFACTION WITH WEBACCESS? IF YOU DID NOT USE WEBACCESS, PLEASE SELECT "DID NOT USE."



Q6: HOW WOULD YOU RATE YOUR OVERALL SATISFACTION WITH CANVAS HELP & TECHNICAL SUPPORT? IF YOU HAVE NOT USED CANVAS HELP & TECHNICAL SUPPORT, PLEASE SELECT "HAVE NOT USED."



Q7: WHICH SYSTEM DO YOU BELIEVE IS MORE USEFUL AND USER FRIENDLY?

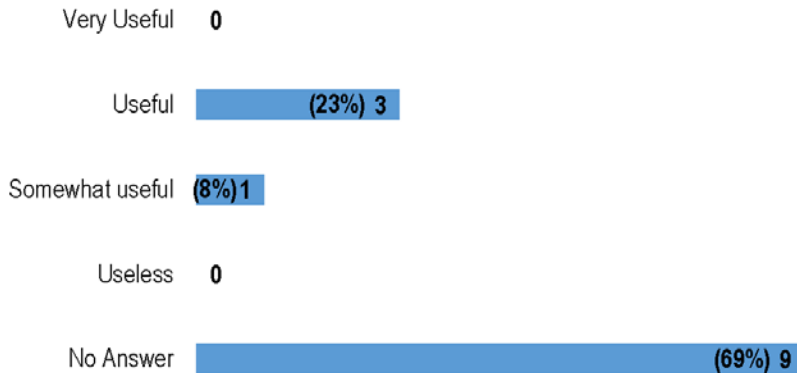


CSM CANVAS INSTRUCTOR SURVEY RESULTS

Q8: DID YOU DOWNLOAD AND INSTALL THE CANVAS APP FROM THE APPLE STORE OR GOOGLE PLAY?



Q9: IF YOU DID DOWNLOAD THE CANVAS APP, HOW USEFUL DID YOU FIND THE APPLICATION?



Q10: PLEASE PROVIDE ANY OTHER FEEDBACK THAT WOULD HELP IN OUR EVALUATION OF CANVAS.

- The Canvas support from Erica was great. This process was challenging for me being a new staff member and having to put a hard copy syllabus in Canvas. I did not know I was going to have to do this and it will continue to take several more days to add the syllabus into Canvas. Too much for brand new staff to have to do both and tenure track. No one seems to realize this or acknowledge it.
- I have used Moodle at other schools and find Canvas a bit easier to use. Erica has been very helpful speedy in providing help. My main complaint is that sometimes the password re-set process is problematic. ESL students have a hard time with identifying the letters in the box (I'm blanking on the word for that). I also wish it were a little easier to import content directly from one of my classes to another. It takes awhile to upload it to the commons.
- So far I'm loving Canvas. My only beef is with the log-in, which is still causing problems.
- Students have had a difficult time navigating Canvas, especially since they had to request new password in the beginning. Also, students have been bookmarking the wrong page, as it was not made explicitly clear which page to bookmark, so they have had to reset passwords again mid semester.

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Online Learning Support

Meeting Summary

Date: July 14, 2016

Time: 11:30 a.m. to 12:30 p.m.

Location: Learning Center

Meeting Objective: Discuss online learning support services for distance education students. Topics will include what support services are currently in place, new services in development, and services we should consider. This group is an adhoc committee of the Distance Education and Educational Technology Committee.

Attendees: Ron Andrade, Sandra Stefani Comerford, Jennifer Hughes, Teresa Morris, Erica Reynolds, Stephanie Roach, Jennifer Taylor-Mendoza

Issues Discussed:

- Introductions and Overview
 - Meeting participants introduced themselves and their role on campus. Jennifer Taylor-Mendoza went over topics discussed at the Distance Education Coordinator's Retreat, June 15 and Online Teaching Conference, June 16-17. Provided rationale for the work needing to be done in ensuring that distance education students at CSM have comparable resources as students who are enrolled in face-to-face courses.
- Existing Online Learning Support
 - Online Course Design Rubric (Adopted OEI Rubric) - Erica provided a brief overview of the SMCCCD adopted OEI Rubric.
 - Online Tutoring (NetTutor) - Ron provided a brief update regarding the summer 2016 implementation of NetTutor.
 - Library Services - Teresa and Stephanie discussed a host of resources provide by the Library (library databases, online distance library card, online chat, and films on demand).
 - Canvas and Technical Support - Erica provided information regarding important technical support services available during the transition to Canvas.

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- College Orientation - Comevo is an online orientation platform that was implemented in fall 2016 district-wide. Jennifer Hughes provided basic information about this software.
- Online Counseling - Currently the Counseling Department offers E-Advising.
- Online Learning Support Services in Development
 - OEI Student Readiness Modules and Quest-Smarter Measure pre-assessment is now available at no cost to all of the system colleges as part of the readiness solutions provided by the OEI. This series provides interactive multimedia tutorials and resources to address the real challenges encountered by both new and experienced online students. Erica will research and report out at our next meeting on Quest-Smarter Measure. In the meantime, she is working on the integrating the OEI Online Student Readiness Tutorials into Canvas via a template or shared paged via Canvas Commons. She is also looking into a solution that can incorporate these tutorials into Comevo.
 - Lynda.com is an online library of high-quality instructional videos on the latest software tools and skills. With more than 4,000+ courses taught by industry experts—and more added every week—lynda.com is designed for all levels of learners and is available whenever you are ready to learn.
The Professional Learning Network (PLN), supported by the Institutional Effectiveness Partnership Initiative (IEPI), is pleased to announce the availability of training provided by lynda.com for California Community College employees via the PLN website.
- Online Learning Support Services to Consider
 - Cranium Café is an online platform that allows students to easily meet face-to-face and collaborate on assignments and course materials with their instructors and peers. Cranium café gives students the ability to click one button and access their advising support team, as well as other campus resources. Erica will research and report out about Cranium Café at our next meeting.
 - Proctorio is a remote proctoring service software that works within your web browser to monitor test takers. Ron will research and report out about Proctorio at our next meeting.
 - Learning Ally develops the best educational solutions, from audiobooks to support services, for blind, visually impaired and dyslexic students from kindergarten through college and beyond. Erica will research and report out about Learning Ally at our next meeting.
 - Third-Party Products - Erica and Jennifer Taylor-Mendoza are working with Sandra to have the District address the following questions:
 - Approval process for proposed online educational services/third-party products?
 - Processes in place for evaluating vendor contracts for privacy and

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security considerations?

- Who has the authority to enter into agreements with providers?
- Is there a minimum or maximum length for these agreements?

- Next Steps

- Invite Jasmine Robinson, Henry Villareal, Carol Newkirk-Sakaguch, and Niruba Srinivasan to next meeting.
- Next meeting date is Monday, October 10th, Library Classroom

Summary Prepared by: Jennifer Taylor-Mendoza