# Distance Education and Educational Technology Committee

## Meeting Summary

Tuesday, October 2, 2018, 12:30 p.m. to 1:30 p.m., Center for Academic Excellence (18-206)

**Members Present:**

Nuri Ahmad (Student Representative), Sue An, Tania Beliz, Diana Bennett, Brian Besnyi, Donna Eyestone, Paul Hankamp, Carol Newkirk-Sakaguchi, Rosemary Nurre, Erica Reynolds, Jasmine Robinson

**Action on Agenda:**

Approved meeting agenda.

**Action on Meeting Summary:**

Approved previous meeting summary.

**Issues Discussed:**

- Share-out from Committee Members
    a. DEAC met on Monday,
        i. Two taskforce groups were created to report back at the next meeting
            1. Articulation: Looking into whether or not DE courses are transferable per articulation agreements. Are there other requirements for online courses (i.e., requirement for online tests to be proctored).
            2. LTI (Learning Tools Interoperability) taskforce: Tasked with creating a workflow for adding and vetting LTIs to Canvas. LTI include publisher integrations, NetTutor, TurnitIn, etc. Currently, we have a contract which vendors must sign before SMCCD will integrate their tools into Canvas. We must make sure that instructional technology are accessible, FERPA compliant, and provide technical support for students and faculty.
    b. Flex Day
        i. Paul and Erica will be presenting a Flex Day workshop on "Creating an Accessible Syllabus in Canvas for Student Success" which is inline with this year's theme of Accreditation and Guided Pathways.

c. Report from each Division Rep
    i. Mathematics and Science
        1. The Math and Science Dean to sent out a reminder to new faculty working on Program Review for first time to include comparison data between DE and F2F under 2C of the new Program Review form.
        2. Paul will also provide a presentation at the their next division meeting about the data for 2C.
    ii. DRC
        1. Students are having accessibility issues with McGraw-Hill and Pearson online materials.
        2. When DRC contacts publisher for hard copy they said that the copy is already online and accessible. However the online version is not accessible.
        3. DRC staff has to send email with strong legal message to publisher before a pdf is provided.
        4. Rosemary asked if it would be helpful for faculty to ask their sales representatives representative for pdf and then send to DRC. In addition, hard copies of textbooks should be provided to the DRC in addition to the library and learning center.
        5. Jaz recommended bringing in bookstores into conversation and use their leverage to negotiate with vendors.
    iii. Sue An
        1. Language Arts Dean sent out her September e-bulletin, which included:
            a. Statement that Turnitin LTI is enabled and a link on how to create a Turnitin assignment.
            b. A pdf copy of the Tips and Tricks for the Canvas gradebook, which Erica presented at their last division meeting.
    iv. Jaz
        1. Turnitin purchased VeriCite, which was a main competitor of the company and shelved the VeriCite product.
        2. We have new Chief Information Officer, Avi Badwal
            a. He comes from the University of San Diego and is currently working on Accreditation Standard III. Subsequently, he may rely heavily on DEETC for feedback about instructional technology and training for online instructors
        3. Currently working on a doorcard application

4. Also working on a way to archive syllabi and make current syllabi publicly available to current and prospective students
   a. Rosemary asked if there was a way to export or pull syllabi from Canvas as many faculty put their syllabi on Canvas.
5. Working on creating profile pages for faculty and moving away from faculty created websites.

- Changes to Program Review
  a. Please remind faculty, especially those who are new to program review, to compare data for face-to-face vs. online success indicators if DE courses are offered in their program.
- Report from IAC Regarding Canvas Training
  a. Selection process for faculty participants
     i. IAC proposed a similar process that was used for STOT training. Interested faculty would apply through Deans and deans would select who would participate in that year's cohort to align with program development or gaps.
     ii. Some concerns were expressed around this process. In the past, some faculty repeatedly applied to participate in the STOT but were never selected. These individuals then had to appeal to positions above their Deans.
     iii. Jaz asked if faculty are paid to develop the course, who owns it? If paid for 6 hours of development time, but faculty spend more than 40 hours of their own time to develop the course, then who owns it? One solution is to provide reassigned time for faculty to develop the course rather than expecting faculty to use their own time. What about adjunct faculty?
  b. How to local experts and trainers within each division/department.
     i. Have faculty demonstrate how they are using Canvas. This could be achieved through Canvas Brown Bag/ Coffee and Canvas series.
     ii. Train-the-Trainer term doesn't go over well. Instructors don't want to be responsible for "training" colleagues. A better approach or label is "faculty support" or "expert" rather than "trainer." Faculty are more likely to agree to help a colleague with one-off questions or share their own practices rather than take-on the roll of "trainer" and a full knowledge-transfer.
  c. Training for new faculty
     i. Jaz recommended that HR and ITS could collaborate to develop some onboarding
  d. Training for adjunct faculty

        i.    Onboarding
               1.   Work with HR to introduce new adjuncts to training resources.
        ii.   Canvas
               1.   Pay adjunct faculty for training. Tania also suggested having part of the training online. Can we pay adjunct faculty for online training component as well?
    e.   Faculty can apply for PD Committee (AFT) funds towards registration fees for @One workshops.

**Agenda Items for Next Meeting**

- Proposed Committee Membership and Rotation Schedule
- Title V Changes
- Discuss whether or not we should make a statement in support of LTIs and Inclusive Access.

**Next Meeting:**

- Tuesday, November 6, 12:30-1:30 PM

**Summary Prepared by:**
Erica Reynolds on October 2, 2018