Distance Education and Educational Technology Committee

Meeting Summary

Tuesday, October 4, 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: Janet Black, Carol Newkirk

Action on Appoint Note-Taker: Teresa Morris volunteered and was appointed.

Action on Agenda: Approved meeting agenda.

Action on Meeting Summary: Approved meeting update.

Issues Discussed:

I. Canvas Updates on Spring pilot
   a. First Spring Pilot group meeting was Friday Oct 7th. A few who couldn't do Fridays are meeting individually with Erica Reynolds.
   b. Flex Day - events are being offered concerning Canvas
   c. Creating a Basic Assignment to be offered Wednesday, October 26th
   d. Webinars coming in November.
   e. By SUMMER 2017, anyone teaching DE will be trained. Other faculty will have had opportunity to get introduced to the system.
   f. WebAccess will be turned off June 1, 2017. The files will be inaccessible soon after the transition.

II. DE Checklist Update
   a. Erica Reynolds has started to work on a checklist based on OEI Rubric, but it is a big document. The document was taken to several folks (the Deans, Teresa Morris).
   b. DAS Senate has approved the OEI Rubric - policies and procedures are likely to be developed (regular effective contact policy is a possibility)

III. Update on NetTutor and WebAccess
   a. Question: about how non-Canvas using students could use NetTutor.
      Answer: students who are not using Canvas can sign up for LCTR 698 that can be accessed through WebAccess
   b. A handout was presented concerning NetTutor services. (See Appendix A)
      i. Live Tutorial Services - synchronous tutoring with screensharing
      ii. Paper Center - help with writing for students outside of ENGL or ESL writing classes.
      iii. Q&A Center - asynchronous questions/answers
   c. Questions from committee members about number of sessions, how long a student can stay on system, statistics about increase in student success for classes that have used NetTutor? VPAT status of NetTutor?

        d. Question: What is the cost effectiveness of local tutors vs. NetTutor? - There was an attempt for locally based online tutoring but there aren't enough to cover the capacity needs.

IV.   Online Support Meeting Summary

        a. Jennifer Taylor-Mendoza presented a summary of resources and services of the July 2016 meeting. (See Appendix B)

             i. Additional people to be invited - Jasmine, Niruba, Henry V and Carol Newkirk (DSPS)

             ii. COMEVO - orientation system is up and running

            iii. Lynda.com available to all

        b. Next steps -

             i. Review of possibilities for Cranium Cafe

             ii. Review of possibilities of Proctorio

V.   Discuss the DE Budget

        a. Re-envisioning 18-206 space for Distance Education area - assessing what funding is needed.

VI.   Agenda Items for Next Meeting

        a. Invite Ron Andrade to talk about NetTutor

        b. Update on how Canvas is working this Fall

        c. Update from Online Support Meeting

Next Meeting: November 1st, 12:30 p.m. - 1:30 p.m.
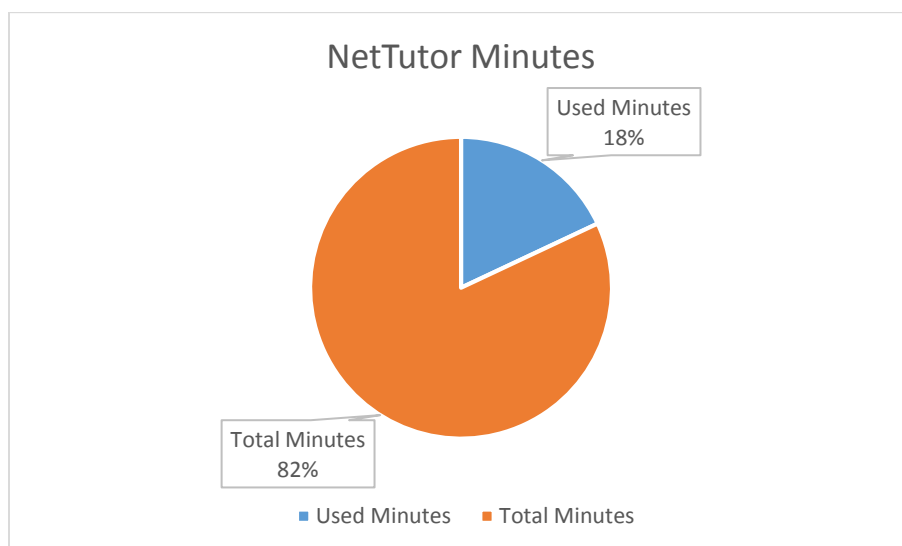**Summary Prepared by:** Teresa Morris on 10-04-16

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
	47	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
	47	1318

NetTutor Minutes

Used Minutes 18%

Total Minutes 82%

■ Used Minutes ■ Total Minutes

Appendix B

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
    - o 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
    - o Online Course Design Rubric (Adopted OEI Rubric) - Erica provided a brief overview of the SMCCCD adopted OEI Rubric.
    - o Online Tutoring (NetTutor) - Ron provided a brief update regarding the summer 2016 implementation of NetTutor.
    - o 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).
    - o Canvas and Technical Support - Erica provided information regarding important technical support services available during the transition to Canvas.

- o College Orientation - Comevo is an online orientation platform that was implemented in fall 2016 district-wide. Jennifer Hughes provided basic information about this software.
  - o Online Counseling - Currently the Counseling Department offers E-Advising.

- Online Learning Support Services in Development
  - o 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.
  - o 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
  - o 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.
  - o 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.
  - o 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.
  - o 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

> 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