

Distance Education and Educational Technology Committee

Meeting Summary

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

Members Present: Tania Beliz, Steven Lehigh, 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: Ron Andrade

Action on Appoint Note-Taker: Theresa Martin was appointed.

Action on Agenda: Teresa Morris brought up labels used for distance ed. Approved as amended

Action on Meeting Summary: Approved previous meeting summary (November 1, 2016).

Issues Discussed:

I. Proctorio Discussion

A. Cost of Proctorio or proctoring tools for students

- i. Course Materials Fee or Other Fee – company charges per student for one semester ~ \$10, OEI may have negotiated a better price. We don't know if this cost is per campus or per district. But Ron says that cost is per student and would work for several courses. OEI is recommending this app for distance ed exam proctoring. We charge \$30 for students from outside CSM to be proctored in the Learning Center. Other facilities charge more. There is some discussion across the state to cooperate within the CCC system to proctor for each other. Jasmine mentioned that there is a district overseas international education program in Malaysia starting in Fall 2017 to provide first year GE requirements, that may be able to use the Proctorio service as a pilot. Some questions followed about that international program.

B. Proctoring in Online Courses

- i. Proctorio is an online service to proctor exams online, the service has multiple protocols to assure the exam integrity and student identity. It works on Chrome only, requiring a very recent version. Erica provided a demo on how to put the app on Canvas and set up a quiz using the Proctorio app. Setting choices include: record student, record audio, record screen, record web traffic, record room (to see the room student is in). Other options include lock down options: disable new tabs, disable printing, only one screen, etc. Verification options: verifies the video and audio work, and can verify identity by providing picture ID. Erica showed us a case study of her taking an exam with the service. Program requires a full operating system, i.e. no cell phones or ipads. After the test there is a Proctoria gradebook where a suspicion level is indicated, and instructor can see the video along with the level of suspicion. Teresa pointed out

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some potential pitfalls of the video and audio monitoring. Particularly when other people are in the room as could happen in a library or computer lab setting. Other issues arose, but Jasmine recommends that the program be thought of as a deterrent for cheating, by letting students know they are being watched. Concern continued over allowing students to take a test in a public setting like a public library. Discussion occurred about the program's potential impact, and the contract issues. Jasmine wants to review any and all contracts with this company or others, like NetTutor. Jasmine also needs to know where the data is stored, and how long they keep the student videos.

II. Strategy for Spring Canvas Course Migration

A. Erica presented the transition report as of Nov. 30, 2016 for Fall 2016. (See Appendix A)

- i. For Fall 2016, 346 course shells in WebAccess have content. Erica has emailed each instructor to ask them to back up their courses for transfer to Canvas. 109 courses got moved to Canvas over the summer. Of 82 totally "online" courses, only 15% have migrated, of 17 hybrid/WebAssisted courses, none have moved over to Canvas.
- ii. 29 instructors are using Canvas.
- iii. Plans: more targeted emails, posters and postcards, website has visual representation of transition.
- iv. Projected for Spring - 182 of 407 course shells will be migrated. Of 86 totally online courses, 28 will be in Canvas up to 25%. For 9 hybrid/WebAssisted courses, 6 will be on Canvas.
- v. PD – Of 56 DE faculty, 31 have gotten training. About 50% of full-time faculty have gotten training. Erica presented her plan for outreach and training for the upcoming terms through summer 2017. Tania suggests going to division meetings and doing training there. People suggested some targeted webinars, and/or resource webpage with instructional video links.

III. Course Labels

A. Teresa Morris pointed out that there are three definitions of courses. The definitions were created by district, but not all colleges use them. Teresa would like to streamline the definitions. "Hybrid/webAssisted", "face-to-face", "online". Teresa wants to drop "WebAssisted".

IV. Agenda Items for Next Meeting

Next Meeting: February 7th, 12:30 p.m. - 1:30 p.m.

Summary Prepared by: Theresa Martin on 12-06-16

Appendix A

**CSM CANVAS TRANSITION REPORT
DEAC – NOVEMBER 30, 2016**

FALL 2016 COURSE MIGRATION

Description	Number	Percentage
Total Courses	1089	
Total Courses with Online Content (Online, Hybrid, Face-to-Face)	455	
Total Courses with Online Content on WebAccess	346	76%
Total Courses with Online Content on Canvas	109	24%
Total Online	96	
Total Online Courses on WebAccess	82	85%
Total Online Courses on Canvas	14	15%
Total Hybrid/WebAssisted	17	
Total Hybrid/WebAssisted Courses on WebAccess	17	100%
Total Hybrid/WebAssisted Courses on Canvas	0	0%
Total Number of Discreet Teachers using Canvas	29	

CSM CANVAS TRANSITION REPORT DEAC – NOVEMBER 30, 2016

SPRING 2017 COURSE MIGRATION

Description	Number	Percentage
Total Courses	1053	
Total Courses with Online Content based on Spring 2016 (Online, Hybrid, Face-to-Face)		
Total Courses with Online Content on WebAccess (based on Spring 2016)	407	
Total Courses with Online Content on Canvas (projected for Spring 2017)	182	
Total Online	114	
Total Online Courses on WebAccess	86	75%
Total Online Courses on Canvas	28	25%
Total Hybrid/WebAssisted	15	
Total Hybrid Hybrid/WebAssisted on WebAccess	9	60%
Total Hybrid Hybrid/WebAssisted on Canvas	6	4%
Total Number of Discreet Teachers using Canvas	45	

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FACULTY PROFESSIONAL DEVELOPMENT

Description	Number	Percentage
Total Hours of Training	425	
Total Face-to-Face	384	90%
Total Canvas Webinar	22	5%
Other Certification	54	5%
Total DE Faculty	56	
Total Number of Faculty Who Received Canvas Training	31	55%
Total Number of Faculty With No Canvas Training	25	45%
Total Full-Time Faculty	106	
Total Number of Faculty Who Received Canvas Training	55	52%
Total Number of Faculty With No Canvas Training	51	48%

STUDENT FEEDBACK

"I definitely prefer canvas over webaccess. Canvas is easy to use and is much more organized compared to webaccess (which helps me keep track of what I have to do that week)."

"I just wanted to thank you and let you know how much I enjoy your teaching style and appreciate your professional degree of organization and thorough explanation of canvas, connect, and our assignments."

"I'm finding Canvas pretty helpful. It has a lot more options and ways to get hw done than webaccess."