Tuesday, March 7, 12:30 p.m. to 1:30 p.m., Center for Academic Excellence (18-206)

Members Present: Tania Beliz, Fermin Irigoyen, Trang Luong, Joe Mangan, Rosemary Nurre, Erica Reynolds, Chris Smith, Jennifer Taylor-Mendoza, Laurie Chin (Student Representative)

Guests Present: Ron Andrade and Brian Aldana (SI Tutor)

Action on Appoint Note-Taker: Laurie Chin was appointed.

Action on Agenda: Approved meeting agenda.

Action on Meeting Summary: Approved previous meeting summary (February 7, 2016).

Issues Discussed:

I. Follow-up on Canvas Roles and Account Permissions
    A. Reviewed "Canvas Roles and Account Permissions" handout: Some features are linked together (Can't deny/accept separately).
    B. Must have access for Evaluators: "Read SIS access," "Send messages to entire class," "View All Grades" (assuming they use gradebook), "View all students' submissions and make comments on them," "View and link to question banks" = NO but perhaps a "View exams and quizzes," "View announcements," "View discussions" = YES (as needed), "View the group pages of all student groups," and "View usage reports for the course."
    C. Remove Evaluator permission "Send messages to entire class."
    D. Ron Andrade and SI Brian
        i.   Ron: Explained roles of SI tutor in the Learning Center.
        ii. Brian: A goal would be to integrate role of an SI on Canvas. What would I be allowed to access? Potential permissions: Announcements, post on forums, act as an "announcer" and mimics role of professor. Give enough access to deem as person you should pay attention to. Currently does not have any fully online classes with SIs. Canvas makes it much more feasible to allow SI to have access. Currently has full gradebook access in-class. May not be considered by most teachers. Meets with students twice a week, professor once a week.
        iii. Tania: Would granting SI access to the gradebook be in violation of FERPA?
        iv. Chris: Offer Skype tutoring sessions?
        v.   Erica: Conferred with Chris as to which permissions an SI would need based on the list on "Canvas Roles and Account Permissions."
        vi. Erica: Wait for Teresa Morris to discuss Library role on Canvas
II. Feedback Cycle for DE Plan (2017/2018 - 2020/2021)
    A. Erica: Draft DE Plan next meeting (5/2/17) Academic Senate seemed to approve DE Plan goals. Stick with goals, change objectives

    B. Rosemary: Goal 4 // Remove "OR." Believes there should be comparable rates of success for in-class and online courses // Goal 5: Add "Teaching and Learning"

    C. Fermin: Goal 3 // Remove "comparable" and add "equivalent/equitable.' Goal 5: Remove "strong" add "effective." // Clarify Goal 1 (see Jennifer's response). Distance education "programs" instead of "classes." // Institutional program review instead of CSM institutional quality assessment process. Add to Goal 6?

    D. Jennifer: Success rate between online and in-class varies among courses. In response to clarification for Goal 1: Enrollment management, program review, planning around courses. Some online courses are not being offered in a sequential manner.

    E. Tania: COI can review courses to make sure online + in class coursework is integrated.

III. Making Accessibility a Campus-Wide Initiative

    A. Erica: Introduce concept to faculty. Create universal message of accessibility (to groups like students with disabilities) Even if they don't teach DE courses. Use of headings, semantic structure, meaningful lengths, bullets and colors. More transparent. Grow partnership with DRC. Be reactive. Reach out to Carol Newkirk.

    B. Jennifer: Director of Equity Jeremiah Simms would be a great person to collaborate.

    C. Tania: Make rounds at division meetings. Hour-long presentations. Start the conversation.

    D. Rosemary: Add this initiative to DE Plan Goals

IV. Agenda Items for Next Meeting

    A. DE Plan 2017/2018 – 2020/2021

Next Meeting: May 2nd, 12:30 p.m. - 1:30 p.m.
Summary Prepared by: Laurie Chin 03-07-17