

Educational Technology Committee

April 23, 2015

Notes

Present: Elaine Ader, SCC; Gregory Beyrer, Co-Chair, CRC; Jena Bills CRC; Steve Bowles, DOIT; Alice Dieli, ARC; Markus Geissler, CRC; Daniel Gilbert-Valencia, SCC; Gary Hartley, FLC; Tim Hixon, CRC; Kandace Knudson, SCC; Jennifer Kraemer, FLC; Sheley Little, SCC; Sue Lorimer, Co-Chair, DO; Stephen McGloughlin, CRC; Doug Meline, DOIT; and Marsha Reske, ARC. Excused: Tak Auyeung, ARC; Andy Divanyan SCC; Zack Dowell, FLC; Patty Harris-Jenkinson, SCC; and Petr Lensky, ARC.

Guests: Emily Bond, CRC; Caleb Fowler, FLC; and Jeff Karlsen, SCC.

Welcome and Approval of Notes from February 26, 2015

Co-Chairs Greg Beyrer and Sue Lorimer welcomed members to the meeting. The draft notes of the February 26, 2015 meeting were approved by consensus.

Informational Updates

o College Technology Committees

- o ARC: IT Services personnel are working to complete a variety of technical equipment installs in the newly remodeled Student Services Center and are preparing for summer installs of new computers in instruction labs. The new Technology Master Plan was submitted to the Planning Coordination Council for approval. A work group has been formed to monitor the statewide Online Education Initiative (OEI) so the college can be informed of its progress. An accreditation checklist has been prepared to help DE faculty ensure their courses meet accreditation standards. Faculty with DE questions or concerns can meet one-on-one with DE support personnel for assistance. ARC hosted a Pearson software demo on accessibility since a number of its math faculty use MyMathLab. Fifteen faculty completed the Online Teaching Institute this year. Over 4000 students have taken the free online not-for-credit course introducing them to D2L; 68% successfully passed the post test.
- o CRC: Has a course offering in D2L that has all its DE faculty as members and is designed to share resources helping them develop effective courses and prepare for accreditation. Each semester the enrollment will be adjusted to include all DE faculty, and anyone else on campus is welcome to join.

At our March 5 committee meeting, the Distance Education and Information Technology Committee conducted its biennial review of CRC's Distance Education Master Plan. We expressed our continued resolve for DE to play an important role at the college, though we also recognize there are challenges to filling the gaps in how we do DE at CRC. Our college's vision statement for DE states that it will "expand access to educational opportunities," but the college has made slow progress in achieving the goals outlined in the plan. Too often students who desire or might benefit from courses offered in this mode have troubles attaining success. Those troubles include finding particular courses, accessing support services, and preparing adequately for the rigors of this mode.

These challenges confront community colleges throughout California, and the governor and legislature have responded through the creation of the Online Education Initiative (OEI). The OEI is designed to increase the number of California community college students who obtain associate degrees and transfer to four-year colleges. It does this via a statewide exchange dedicated to high-quality instruction, support for faculty professional development, and

services for all students. These services include a focus on meeting the challenges of retention and success in the online learning environment.

We are impressed with the OEI and believe that its goals, services, and resources align very strongly with our interests in offering a robust DE program. To help fulfill the college's vision for DE and in support of our students' access to educational opportunities, we asked CRC's Academic Senate to endorse our recommendation for Cosumnes River College to join the Online Education Initiative and its course exchange.

The senate's response was to ask DEIT to provide info sessions to the faculty so that they are better informed.

- FLC: Hosted statewide Project Lead the Way computer programming trainings for K-12 faculty and is hoping to articulate HS programming courses with FLC courses. Continuing NetLabs virtual computer installation as part of a grant to provide northern California community colleges with access to virtual labs. Cyber patriot summer class is planned.
- SCC: Finished its internal IT project prioritization process and has sent its recommendations to the Budget Committee. The DE and Instructional Development Coordinators have had 2 training sessions with the instructional deans so that they better understand D2L, the DE regulatory environment, and best practices for teaching DE courses successfully. Gaier Dietrich from the High Tech Center training unit will be at SCC May 8 to train faculty: all are welcome. SCC is looking into the feasibility of a hacker lab like Sierra and FLC have started, as many SCC students want to start their own companies.
- District IT: Wants to alert colleges to an incident at one college where malware hijacked a staff member's computer and altered all its files. Files were restored from regularly scheduled back-ups. All computer users in the district need to be vigilant about not opening unknown files. Follow-up work is underway to see what other damage may have been done and what remedies need to be taken. District-wide IT Project Prioritization work group met. Input was sought on how to make the process more transparent and it was determined the group should meet several times a year to better review progress on previously approved projects, understand ongoing maintenance and mandated project workload, and review new project proposals. The RFP on PeopleSoft (PS) mobilization is underway with 3 proposals submitted for review. Various infrastructure projects are in progress, including expanding wireless capabilities, fiber pulls at CRC, and placing a new generator at SCC to secure power during electrical outages. Infrastructure projects include college IT, district IT, and district facilities maintenance personnel.
- Civitas: Validation of PS data submitted to Civitas continues with careful review of the context of the data by district institutional researchers. Initial reports are now in Illume for further validation review. Uploading of D2L data will commence after PS data validation is completed.
- Google Apps: Statistical information update is provided on page 5 of these notes under #3 Google Apps Update. Discussed concerns that Los Rios may have too many Google Apps accounts and may need to prune accounts for students no longer enrolled. IT is investigating options.
- LMS Coordinators: D2L information is provided on page 5 of these notes under items #1 and #2. Discussed pros and cons of implementing internal D2L email, which has been tested by the D2L coordinators in development. Members determined more conversations with DE faculty need to take place before a final decision to implement can be made.

Discussion Items:

- CRC librarian Emily Bond and SCC librarian Jeff Karlsen provided information on the library system upgrade from Millennium to Sierra. The upgrade on the staff side will provide better inventory and report data. User interface will also be updated to EBSCO, which students and faculty are already familiar with from accessing online databases. Upgrade is in progress and will be completed in time for the start of the summer session. The colleges' librarians have worked very collaboratively and hard on this project and are looking forward to the much needed improvements.

- Sue Lorimer provided an update on the Distance Education Audit currently being conducted by district internal auditors as agreed to in the March 2015 LRCCD – LRCFT MOU. The purpose of the audit is to determine if online and hybrid courses offered throughout the district are at risk of being non-compliant for sufficient faculty-to-student initiated contact and platform software ADA accessibility. Two internal district auditors are conducting the audit. The auditors will use a copy of the D2L system current as of April 7, 2015 to audit those sections located in D2L. They will not access live D2L course sections. Faculty teaching on other platforms have been contacted with assistance from college managers and/or DE coordinators for information on where their sections reside and how the auditors can access the sections. The D2L platform meets ADA accessibility requirements, so it is the other platforms where accessibility will be reviewed. The audit scope does not include assessing if/how faculty might be using non-compliant tools or materials within compliant software platforms. It remains the ongoing responsibility of the faculty and colleges to ensure accessibility or appropriate accommodations for all students with disabilities. Course sections will be initially identified as low-, mid-, or high-risk for non-compliance for regular contact and/or platform accessibility requirements. Faculty teaching sections identified as mid- or high-risk for non-compliance will be contacted by auditors for further information and adjustments will be made to the assessment as appropriate. Sections with a final assessment for mid- or high-level risk will be asked to create a compliance plan and implement any changes needed to become compliant before being assigned to future hybrid or online sections. The audit process should also help colleges prepare for the fall 2015 accreditation visits. DE sections must be made available to team members one month prior to the date of the visits which are scheduled from October 5 – 8, 2015.

- Greg Beyrer reported on the Online Education Initiative (OEI). At yesterday's meeting the Butte district board of trustees approved the contract amount for the OEI's common course management system (Canvas by Instructure). The OEI expects to have a signed contract by early May. Shortly thereafter they will release details on how colleges can join, and that information will be shared with this committee in the fall. The contract will include resources and professional development to help faculty move material and make the transition to Canvas from other systems. To remind us of the timeline, there are eight colleges that will start using Canvas this fall. One of those pilot colleges uses D2L, so the trail will already be blazed for D2L-using colleges that later decide to use the CCMS. In the spring of 2016 those same colleges will pilot the course exchange, which is the part that will help students the most because of the facilitated enrollment. There are 16 other colleges already piloting the OEI's solutions for tutoring and student readiness. The next services under development are counseling and test proctoring. By the time the LMS workgroups has its first meeting we should be able to begin a well-informed discussion about Los Rios and the OEI.

- Sue Lorimer provided an update on the draft DE Regulation 7145 that will go to Chancellor's Cabinet on April 27, 2015 for review and action. The draft has been updated to address concerns by LRCFT and District Academic Senate (DAS) that one section regarding student authentication was too confusing

and that the proposed LMS selection work group membership be expanded to include faculty representation from DAS, District Curriculum Coordinating Committee, and District Matriculation and Student Success Committee, as well as a statement that selection of an LMS is an academic and professional matter where the district should rely primarily upon the recommendation of the DAS.

- Greg Beyrer discussed the DAS's concerns about the membership of the IT Project Prioritization process including work group membership, capacity of district IT to work on new projects requested by instruction due to their other workload demands. Based on the same concerns raised by DAS President Kale Braden earlier, Sue, Doug, and Joe Carrasco met with Kale just prior to this Ed Tech meeting and have scheduled additional work group meetings to get more input from the work group to improve the prioritization process and to help members be better informed before formal prioritization takes place.
- Members discussed Ed Tech's 2014-15 accomplishments and processes. Accomplishments included providing input into a district-wide student DE survey instrument and then reviewing survey results, providing input into draft DE Policy and Regulation 7145, sharing information on college DE professional development activities, discussing regular Civitas updates, identifying 504 and 508 compliance issues with math software tools so that colleges could do follow-up work with Pearson to address the issues, discussing OEI and its implications for Los Rios colleges, discussing how best to prepare for accreditation DE requirements, determining next steps on DE planning, and watching demos on Google Apps and the anatomy of a distributed course. Process improvements are needed to develop a more substantial implementation and communication process for new district-wide educational technology projects. More faculty need to attend Ed Tech meetings and colleges should ensure that all faculty committee positions are filled and refrain from having a single faculty member take up more than one slot (e.g., serve as DE coordinator and college IT Committee rep), and provide better overview of what various Ed Tech members are doing related to educational technology so some members don't feel they are joining the dialogue mid-way through the conversation.
- The members suggested the initial Ed Tech goals for 2015-16 should include discussing all OEI activities and their potential benefit/impact on Los Rios, reviewing results of the spring 2014 DE audit, addressing future agenda items identified in prior meetings in a timely fashion, reviewing media options and ADA compliance issues for district-wide solutions, and increasing training opportunities for faculty teaching online and hybrid course sections.
- The members reviewed the proposed 2015-16 Ed Tech meeting dates and decided to continue meeting on the 4th Thursday of the month for August, September, October, January, February and April. In November, the committee will meet on the 3rd Thursday of the month (Thanksgiving Holiday is on the 4th Thursday). In March, the committee will meet on the 5th Thursday of the month (the 4th Thursday falls during spring break). There will be no meetings in July, December, May, and June.

Future Items

- Create improved emergency communication process for internet disruptions
- Update on guidelines for the use of technology by vendors with which the district does not have a formal relationship
- Information management and users' mobile expectations

Next Meeting

The next meeting is scheduled for Thursday, August 27, 2015 from 3:00 to 5:00 p.m. in the LRCCD Main Conference Room.

Learning Management Update
Education Technology Committee Meeting
April 23, 2015

1. D2L Volume update (as of 4/22/15)

| | Spring'14 | Spring'15 | % |
|--|--------------|----------------|-----------------|
| | <u>Final</u> | <u>Current</u> | <u>Increase</u> |
| ▪ D2L Course Offerings | 3,265 | 3,533 | 8.2% |
| ▪ PS Graded Components (sections) | 4,056 | 4,422 | 9.0% |
| ▪ Faculty | 1,289 | 1,401 | 8.7% |
| ▪ Student Enrollments | 117,971 | 121,665 | 3.1% |
| ▪ Unduplicated Students | 56,553 | 55,842 | -1.3% |
| ▪ Will provide Summer/Fall numbers at next meeting | | | |

2. D2L Improvements & Other Status

- Internal D2L email – **tested in DEV by Coordinators –need Ed Tech go-ahead**
- Audio feedback (dropbox, grades, etc.) - **expanded from 1 minute to 5 minutes maximum**
- DEV environment upgraded to Service Pack (SP) 18 - **coordinator testing is in progress**
- Next “between-semester” maintenance **May 28-29th** (previously communicated) & will include SP18, end-of-semester processes, purge of data older than 3 years, and college branding
- D2L-Pearson integration – **Coordinator testing and pilot testing in progress**
- Wiggio capabilities – **in DEV for coordinator testing**
- VideoNote – **Needs to be installed in DEV for testing**
- Civitas load of D2L data – **in preparation, will start soon**

3. Google Apps Update

- Document linking problem & “stickiness” on logoff problem – **resolved and currently going through internal testing – planning a mid-summer semester release**
- Google-D2L integration – **pending resource availability**
- Gmail & Google Apps Usage – **see reverse side of page**

4. Library System Update

- Upgrade from Millennium to Sierra – **in progress**
 - Data Seeding - **started today**
 - Preview access – **to start next week (4/29)**
 - Sierra go-live – **scheduled for 5/21**
 - Server upgrade (to current Linux version) – **scheduled for June 1-3**

Learning Management Update
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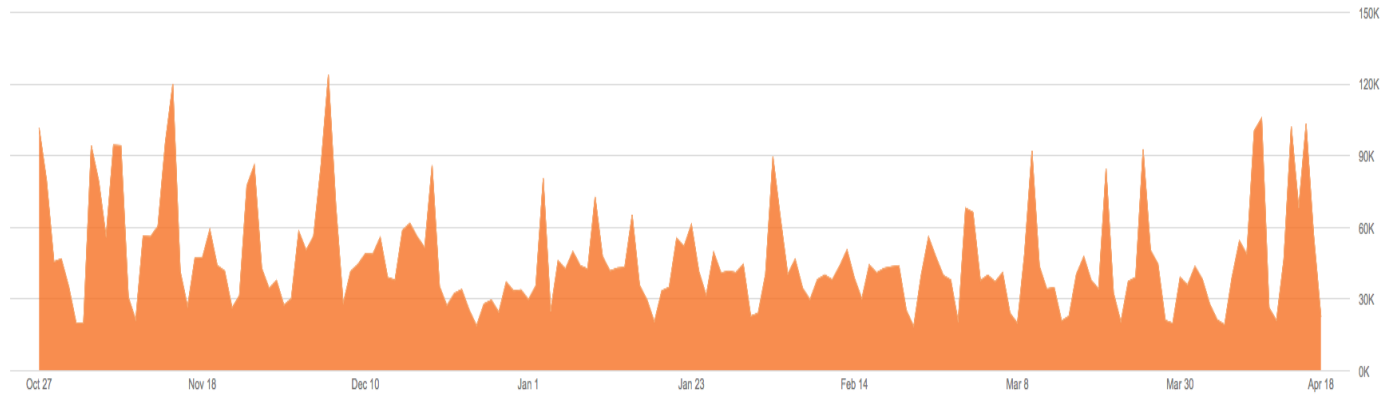
5. Google Apps Statistics

- Most recent stats (4/18/15):
 - **430,053** file uploads,
 - **60,360** Google Docs,
 - **11,961** Google Sheets,
 - **5,944** Google Slides,
 - **1,679** Google Forms
 - **500,000+** files owned (**250,000+** as of October 2014)
 - **436,868** active Users (**410,595** as of October 2014)
 - Last Used stats indicate more than half have accessed since start of Spring semester
- Gmail delivery (inbound & outbound) – see graph below

Gmail

Inbound Email: Delivery

Delivered Rerouted Rejected



Outbound Email: Delivery

Delivered Rerouted Rejected

