

## Educational Technology Committee

April 28, 2016

### Notes (approved 9/29/16)

<b>Sue Lorimer (Co-Chair)</b>	<b>DO</b>	<b>Pr</b>	<b>Kandace Knudson (Co-Chair)</b>	<b>SCC</b>	<b>Pr</b>
<b>Markus Geissler</b>	<b>CRC</b>	<b>Pr</b>	<b>Zack Dowell</b>	<b>FLC</b>	<b>Pr</b>
<b>Bill Miller</b>	<b>SCC</b>		<b>Marsha Reske</b>	<b>ARC</b>	<b>Pr</b>
<b>Tak Auyeung</b>	<b>ARC</b>		<b>Andi Adkins-Pogue</b>	<b>CRC</b>	
<b>Jena Bills</b>	<b>CRC</b>	<b>Pr</b>	<b>Jennifer Kraemer</b>	<b>FLC</b>	<b>Pr</b>
<b>Caleb Fowler</b>	<b>FLC</b>	<b>Pr</b>	<b>Sheley Little</b>	<b>SCC</b>	<b>Pr</b>
<b>Patricia Harris Jenkinson</b>	<b>SCC</b>	<b>Pr</b>	<b>Alice Dieli</b>	<b>ARC</b>	<b>Pr</b>
<b>Adam Karp</b>	<b>ARC</b>	<b>Pr</b>	<b>Stephen McGloughlin</b>	<b>CRC</b>	<b>Pr</b>
<b>Gary Hartley</b>	<b>FLC</b>	<b>Pr</b>	<b>Elaine Ader</b>	<b>SCC</b>	<b>Pr</b>
<b>Kirk Sosa</b>	<b>CRC</b>	<b>Pr</b>	<b>Doug Meline</b>	<b>DO</b>	<b>Pr</b>
<b>Steve Bowles</b>	<b>DO</b>	<b>Pr</b>	<b>Others: Tim Hixon</b>		<b>Pr</b>
<b>Jon Santos</b>	<b>ARC</b>	<b>Pr</b>	<b>Andy Divanyan</b>		<b>Pr</b>
<b>Brian Pogue</b>	<b>SCC</b>	<b>Pr</b>	<b>Joe Carrasco</b>	<b>DO</b>	<b>Pr</b>

#### Welcome

The meeting was called to order at 3:05 by Co-chair Kandace Knudson.

#### Approval of Notes from March 31, 2016

The draft notes of the March 31<sup>st</sup> meeting were approved by consensus with minor changes.

#### Campus IT Updates

- SCC – Elaine reported they had three items on their technology agenda (Quicktime Update, Distance Ed Update, and beginning of a discussion on mobile technology-tablets and whether they should purchase and/or lend them to students). President Poindexter requested that they develop a strategic IT plan in the fall. Andy noted that Quicktime is no longer supported and exposes Windows users to security issues. They developed a program to uninstall Quicktime and install VLC and are offering the script to other colleges.
- FLC – Gary reported they are working on infrastructure issues. They are experiencing some failure/weakness in switches, which are 10-12 years old and may not have been the best quality when originally installed. Caleb noted that Netlabs is maturing/developing and they will attend the Cyberleague Camp this summer.
- CRC – Markus reported that the Capital Outlay Budget process has been completed and the funding of items will begin including off-campus access for students and faculty. He noted that obtaining a backup internet connection is also in progress.
- ARC – Jon reported they have installed digital displays to target specific areas with general information and are beginning to install the wireless switches to improve internet connectivity. They are planning a News 10 building on campus which will house innovative teaching technology and MakerSpace to allow students to work on projects.
- DO – Doug reported that they are working with CENIC to improve connectivity to the colleges (ARC is 1<sup>st</sup> on the list). Collapsed conduit pads are causing a delay at ARC. They are working with SECC to expand the PEG fiber network to CRC, on an RFP to obtain a second carrier for connectivity, and with RT to connect the last four miles of fiber to CRC. ARC switching is configured and will focus on working from the wireless to the distribution to the core. The first meeting to develop a district-wide technology plan will occur after CampusWorks presents its assessment findings on May 17<sup>th</sup>. This will include their findings

and a three-year roadmap, which is only a recommendation. Infrastructure, connectivity, and cloud access will be major topics. Steve submitted his LMS report (attached) and noted that the universities of Iowa and Ohio are transitioning from D2L to Canvas. Steve has reviewed some of their training materials and they may be helpful to us during our anticipated transition.

### **College LMS/DE Update**

- ARC – Marsha reported that she and Alice are teaching at an online teaching institute that has 25 faculty attending and they are in the beginning stages of planning activities for the anticipated transition to Canvas.
- CRC – Liz Stevenson reported that she’s communicating with ARC and SCC on activities related to Canvas.
- FLC – no report.
- SCC – Brian reported a 5week training session is wrapping up with 20 faculty who are new to online teaching taking the program. They are working on getting training classes established for the possible move to Canvas and are trying to troubleshoot problems that may arise with transitioning courses. Kandace noted that the FACCC annual tech conference will be held May 20<sup>th</sup> and SCC will provide funding for their faculty to attend. She noted that notification of the conference was sent out by FACCC, it is from 9:00-1:00 and lunch is provided.

### **OEI/Canvas Updates**

Kandace began the discussion by asking what resources faculty might need in order to make a successful transition to Canvas if it’s approved by the District Academic Senate.

Sheley noted faculty will need technology support, including by phone and email on Fridays and Saturdays; all development will not be possible to complete before classes start, faculty will need support. Steve noted that the District Help Desk would have limited capabilities to help with transitioning courses. Sheley noted that a handout for faculty that lists resources and where to find them would be very helpful. Jena noted that training workshops (a boot camp or a series of one hour trainings) would be good and allow faculty to meet their flex obligation, and trainings on the tools and accessibility would be very helpful as would having mentors available. PJ indicated that training materials/handouts or short videos that show faculty how to do specific tasks would be good (putting quizzes in, etc.). Examples and templates that could be easily modified would be helpful too. Jena noted that the ability to view existing courses/topics and replicate them is available. Elaine suggested that help desk duties be rotated around the colleges to share resources, especially if late and weekend hours are going to be offered. Sheley noted that including reminders to students about orientation, assessment and obtaining an ed plan would be helpful in an orientation quiz given to students. Markus would like to see a batch import capability with the ability to customize. Jena noted that students will need training, a student could be using D2L and Canvas in the same semester, and notification of students (possibly in the class schedule) about which platform a courses is using will be critical. Sheley thought a link in the schedule and e-services that would direct students to D2L and Canvas resources would be very helpful.

Sue noted that establishing a base amount paid to faculty for transitioning a course to Canvas could include payment for attending a basic training workshop (if they are not using the time for fulfilling their flex obligation) and a per unit transition rate. This would be paid on an ESA and the amount would be paid on each course, not each section of the same course. If there are courses that

require additional setup due to being particularly difficult, then additional funds would be made available. Knowing how many faculty would be in each wave of adopters would be good for planning. Members asked several questions. Would payment be dependent on the course being reviewed to verify transition? Will someone check the course for accessibility and acceptability to the OEI? Zack cautioned that we don't want to subject faculty to extra review. Jena suggested that additional training would be needed for faculty wanting their courses added to the OEI versus non OEI courses. Marsha noted that the DE Coordinators will be doing a lot of work helping faculty transition courses, but no additional funds are being provided and wondered if some funds could be allocated to provide one-on-one training. Sue noted that funds could be allocated to "super mentors" who assist other faculty with the transition. Alice wondered if funding could be provided to adjuncts, who may be super mentors due to their use of Canvas in other districts where they teach. Faculty who have shells in D2L but teach face-to-face should also be compensated.

Sue noted that the colleges have accountability for maintaining required DE standards for their courses. If the training we provide doesn't provide adequate information on standards for DE courses and CID courses, then it's inadequate. Through the peer review process, the standards issue could be addressed. Faculty teaching OEI eligible courses who wish to add their courses to the OEI would need additional training. How much training time and transition time would be needed? The idea of providing a base amount of funding and then adding additional time for complex courses seems to work best. Zack wondered who would be in charge of determining if faculty need extra time and get paid additional hours if needed. Sue suggested the DE Coordinators and OEI can let us know which types of courses might require additional work and this could be a list given to the Dean who could work with the faculty and/or authorize additional hours.

Sue noted that once we determine if the district will move to Canvas, then we (in consultation with LRCFT because of the hours/wages/working conditions implications) need to set the basic amounts (for hours of training and transition hours per course). She felt that by early fall we might have the basic amount determined. We will also learn from early adopters' experiences whether we need to reconsider the funding amount. Elaine noted that it would be easier to pay faculty for completion of modules of training (beginning level – intermediate – advanced) and suggested that we also pay for any repeat training faculty might need. Jena noted that faculty could take and get paid for all the levels of training, but not transition any courses. It was suggested that faculty be paid for training only after they have transitioned their course to Canvas. Sue noted that we'll know which faculty currently are using D2L and other platforms and which are brand new to teaching online. At this point only those transitioning a course are being considered for compensation. The members agreed that only faculty who transition courses would be paid for the training and getting their current courses into Canvas. If a faculty member already is trained to use Canvas, then they should also be compensated for the transition work without having to go through the training modules. However, faculty who have courses already existing in Canvas at other colleges should not be compensated for simply importing their courses into Los Rios' Canvas.

Zack noted that DE coordinators will also need to be trained. Sue noted that District IT personnel will be trained as well.

### **CampusWorks Assessment Results and District Technology Plan**

Sue reported that CampusWorks would be here on May 17<sup>th</sup> with two opportunities for faculty, staff, and students to hear the results of their visit. Immediately following the final presentation of the results, Sue will convene the first meeting of the District Technology Plan Steering Committee,

which has college and district members. College faculty will be appointed by the District Academic Senate. She noted that it was determined that the draft planning process diagram presented at the last meeting was too complex and developing new structures for implementing a District Technology Plan are not needed. Instead, we will use existing committees and committees when more detailed work is needed (e.g., funding issues go to VPAs; technology issues/infrastructure go to IT Deans and IT supervisors, Online Classroom technology issues would come to the Educational Technology Committee, etc.).

**Doug** noted that he and Joe Carrasco met with faculty members of the IT Project Prioritization Work Group to bring them up to date with information shared at an earlier meeting of the group. DOIT is continuing to work on a variety of projects approved in previous years. The work group is reviewing new proposals that were recently submitted. How the approved projects and newly proposed projects will all work in conjunction with CampusWorks results and the formation of an institution-wide technology plan needs to be considered.

Joe distributed information on the new Los Rios app called My Los Rios. The members reviewed and made suggestions for enhancements (including making it Windows phone compatible and various security issues). Joe noted we are doing a soft roll-out due to limited functionality with full roll out planned for the end of June.

Sue provided the proposed dates for the 2016-17 Ed Tech meetings to which members agreed. Jena requested that the future item, "Update on Mobile Device Management Policies" be moved to the agenda for our first meeting in August.

**Scheduled 2016-17 Meeting Dates**  
**Main Conference Room**  
**3:00 to 5:00 p.m.**

August 25, September 29, October 27,  
November 10 \* (due to Thanksgiving), January 26,  
February 23, March 30, April 27

Adjourned at 4:35.

Future Items

- Update on Mobile Device Management Policies
- Demonstrations at each meeting (suggested by Sue Lorimer)
- Discussion on Goals (BHAGs - suggested by Markus Geissler)
- Innovate Funding Options

Next Meeting

The next meeting is scheduled for August 25, 2016

**Learning Management Update  
Education Technology Committee Meeting  
April 28, 2016**

**1. D2L Volume update (as of 4/25/16)**

	Spring'15 <u>Final</u>	Spring'16 <u>Current</u>	% of <u>prior</u>
▪ D2L Course Offerings	3,537	<b>3,711</b>	<b>104.9%</b>
▪ PS Graded Components	4,426	<b>4,599</b>	<b>103.9%</b>
▪ Faculty	1,403	<b>1,495</b>	<b>106.6%</b>
▪ Student Enrollments	121,762	<b>124,533</b>	<b>102.3%</b>
▪ Unduplicated Students	55,830	<b>55,967</b>	<b>100.2%</b>

**2. D2L Improvements & Other Status**

- No mid-semester changes in production (as desired)
- Next planned maintenance dates (D2L unavailable)
  - **June 2, 2016** – no D2L upgrade; just normal purge, branding, SIS integration, etc.
  - **August 10-11, 2016** – **will upgrade to D2L 10.6 release**

**3. Canvas Sandbox/Test environment**

- Currently **339** faculty have been added (12% increase from last month)

**4. Status of integrations (D2L and Canvas)**

	D2L Development Status	D2L Production Status	Canvas Status
NetTutor	Installed	Installed	Installed
WorldWideWhiteboard	Installed	Installed	In-Progress
Pearson (MyLab)	Installed	Installed	Not Installed
Cengage (CNOWv2, MindLinks)	Installed	Installed	In-Progress
McGraw-Hill Campus	Installed	Installed	In-Progress
Turnitin	Installed	Installed	Not Installed
Films on Demand	Installed	Scheduled 6/16	Installed
ConferNow (Zoom)	Installed	Scheduled 6/16	Not Installed
Macmillan Higher Education	Installed	Awaiting Testing	In-Progress
Soomo Webtexts	Installed	Awaiting Testing	Not Installed

**5. Google Apps Update**

- No new updates

**6. Library System Update**

- No new updates