

## Educational Technology Committee

October 26, 2017

### Notes (approved November 30, 2017)

Jamey Nye (Co-Chair)	DO	PR	Alice Dieli (Co-Chair)	ARC	PR
Markus Geissler	CRC	EX	Zack Dowell	FLC	PR
Marsha Reske	ARC	PR	Kandace Knudson	SCC	PR
Grace Austen	SCC		Gregory Beyrer	CRC	PR
Jena Trench	CRC	PR	Jennifer Kraemer	FLC	PR
Caleb Fowler	FLC	PR	Sheley Little	SCC	
Patricia Harris Jenkinson	SCC	PR			
Adam Karp	ARC	PR	Stephen McGloughlin	CRC	
Greg McCormac	FLC	PR	Jeff Lewis	FLC	PR
Jonathan Santos	ARC	PR	Tom Danford, Interim CIO	DO	PR
Brian Pogue	SCC	PR	Daniel Gilbert-Valencia	ARC	PR
Jon Santos	ARC	PR	Mike Day	DO	PR
Pamela Bimbi	ARC	PR	Others: Tim Hixon	CRC	PR
Andy Divanyan	SCC	PR			

(NOTE: Normal note taker not present and the recording was low quality and hard to decipher – so notes are not as detailed.)

### Welcome

The meeting was called to order at 3:00p by Co-chairs Alice Dieli and Jamey Nye and introductions were made.

### Approval of Notes from September 2017 and the Agenda

The draft notes of the September meeting were approved (with minor changes) by consensus. The agenda for today's meeting was approved by consensus with the addition to future items by Gregory of the topic of Modifying Regulation 7145 regarding the definition of online and hybrid instruction.

### Campus IT Updates

- ARC – Jon provided a brief update on the activities.
- CRC – nothing to report. Gregory noted that CRC's Academic Senate passed the resolution supporting the membership in the OIE's course exchange.
- FLC – nothing to report.
- SCC – nothing to report.
- DO IT – Looking into a new proxy system, EZProxy, to increase the level of individual security for users of our LRCCD library databases. The new system would ensure that only authorized users would have access to our system, while protecting the users from being identified by database vendors. The project is continuing.

### College LMS/DE Update

- ARC – Pamela reported they are continuing with the Canvas conversion efforts with many workshops available for training and assistance in the conversion. Their spring Online Teaching Institutes (one hybrid and one online) are filling up.
- CRC – Gregory noted that training is continuing at CRC.
- FLC – Zack noted that training is continuing at FLC.
- SCC – Kandace noted their online \_\_\_\_\_ just started.

- DO – Mike reviewed the handout (see attachment) and noted that we are trying to get people aware, trained and out of D2L. There are currently about 1300 people in Canvas vs 520 in D2L, and this is the last semester for D2L use. He noted we may maintain one or two read-only licenses in D2L if needed, and to facilitate LTI integration they developed a more streamlined request process and website. Our on call support contract was renewed through June 30, 2018. We will be piloting EvaluationKIT with a small number of courses for faculty/course evaluation in Canvas during Fall 2018 (between 50 – 100 courses will be evaluated) and they hope it will be easier to use than the evaluation tool in D2L. DOIT hopes to load the spring course shells into Canvas by Monday or early next week. At a recent ISO meeting, they discussed exploring activation of Google Apps, primarily YouTube, but there are FERPA and other security concerns. The proprietary app ARC, within Canvas could be a substitute for this, but it would require funding.

Alice asked about Blackboard Ally – Mike noted that it's part of the Accessibility item on the agenda. But he noted that he and the LMS Coordinators recognize the need to implement an accessibility tool and timing and funding are key issues related to this. They have explored Ally, which is not cheap. The OEI is evaluating Ally on a pilot basis as well. If they adopted it, we may be able to get it at a reduced cost due to a state-wide license. Alice noted that we need to take a proactive approach to avoid being potentially audited. Jamey noted that accessibility is an issue that needs a solution. Mike noted that funding in future years could come through DOIT once the \$300K needed for the D2L contract is no longer needed. Alice suggested moving that item to a discussion item, especially since the Accessibility Task Force may have met by our next meeting. Jamey and Tom noted that JP is working on an RFP to obtain a consultant for the Accessibility Task Force and Campusworks may be able to provide assistance with this topic without the need for an RFP.

Greg noted they had a guest speaker at fall convocation last year who was very informative and asked if the video of his presentation could be shared, but in a controlled manner. Greg suggested that our Google Accounts could be used with YouTube. Jamey noted this topic was raised at an ISO meeting where it was discussed but no agreement was reached. Tim noted there were security concerns with our contract with Google due to FERPA. Tom wondered if YouTube for higher education was still operating. Jamey indicated this topic would be discussed further at ISOs. Tim noted we want streaming and security, but don't really have the budget to make that happen. Greg noted we would also want to prevent video sharing, especially on copyrighted videos, and maybe groups inside of Google could be used to prevent sharing. Jamey asked if this was the main issue – whether or not videos could be shared – that we need to address. Should we do all this planning for the exception? Mike noted that we do want to explore this because we are losing all of our media servers but our General Counsel suggested that when we activated the Google Education Suite, we only use certain apps due to the contract we have. Jamey will discuss with the General Counsel our desires to investigate this further.

Jamey noted that transition to Canvas begin around November 22, 2016 when Sue Lorimer's original email indicating the transition to Canvas had begun was sent and indicated that courses must be transitioned by December 31, 2017, in order to seek reimbursement for the transition. The deadline to turn in the form for compensation of converted courses is May 1<sup>st</sup> per the email that accompanied the form.

## Discussion Items

- a. Mailbox Limits to 1.5G – Tom noted that we do have the space to expand mailboxes to 1.5G and the target for that is November 1<sup>st</sup> or soon after that. Mike noted that it would be granted to all employees, not just faculty. Tim noted that CRC's limits may have already been expanded. This is an interim step until Office 365 is implemented at which time everyone will receive 50G of storage.
  
- b. Office 365 –Tom noted that DOIT does not have the resources to do the implementation of Office 365 so we have three vendors from whom we will receive bids. Award of bid will occur after November 1<sup>st</sup> and a schedule for implementation will be drafted and distributed. Tom noted that he's done this before and it's an extended process due to the time it takes to translate the information on the existing exchange server to put it in the Cloud especially when it comes to email in mailboxes. Deleting old and unneeded mail would be helpful. Tom should be able to provide an update at the November 30<sup>th</sup> meeting.
  
- c. Course Schedule/SEL Update – Jamey noted we should have RFPs issued for both projects soon. We have good representation from all campuses and groups on both RFP subcommittees. The original timeline included a recommendation to the Executive Sponsorship teams for both the ELSS and SEL vendor by December 2017. College teams have already begun discussions regarding implementation of the selected products and models for coordinating where needed throughout the district. We are not sure if one tool will meet all of our interests and potentially add-ons may be needed for each project. Since we are not sure which product we will select it is difficult to determine where our implementation efforts should focus. The capabilities of each SEL vendor varied greatly. He noted the State Chancellor's Office has indicated it might be acquiring a product in addition to Starfish, and if the timing of their selection works, we might consider going with their product because there might be cost savings. Our interest on SEL to enable students to see where they are in their pathways, and for us to have real-time communication with them to inform their choices. We don't have dashboards for students currently and their ed plans are paper documents which they must bring with them when they meet with a counselor.

Greg asked about the ability to contact students in real-time and Jamey said that it is one of our interests.

Jamey noted our goal is to make a recommendation in December with a January Board approval date and a spring implementation timeline. However, here are a couple of considerations: If we have a tool selected and feel good about it, we don't have to go directly into contract so we can stay responsive in case there are things happening state-wide; also if we need to pause to work out how the tools and our processes will integrate, we can do that and CampusWorks could be used to assist with that before we jump into a contract. We know there is urgency to this because pathways are happening now. At ARC & CRC are early on that, but with the \$150million for guided pathways for the entire state, we have to have an ability to map our pathways and for students to interact in an effective way with our processes. In addition, we need a student facing piece for scheduling. The ELSS solution is not student facing, we need something student facing to allow students to search our schedule in a much more efficient way. It's really unwieldy to search right and to filter.

- d. Additional Discussion on Online Definition

As a follow-up to previous discussion – Jamey asked if the concern is that when we say online course and offer all instruction online and do not require regularly schedule meetings on campus. Greg noted that the phrase “May BE required” is the issue.

Jamey noted that if you want to be pure, online means 100% online and never having to come on campus. PJ noted that the definition in the regs is not so specific. Jamey noted that this is not a policy issue at all. The topic should be discussed with this group and others to determine the proper definition. The face to face requirement may be there because it’s hard to authenticate students. We are in compliance because we have unique identifiers and passwords, but many faculty want to see their student to check ID to authenticate the student. Jamey noted that our policy is ambiguous because we are ambiguous. We could code anything that requires on campus time as a hybrid, and Socrates will allow percentages. PJ noted that the definition is part of the problem and there are also different interpretations at each college and outside of the district as well. She feels it should be considered online if 100% of the instruction is online; and then you could still have on ground testing (not instructional time).

Kandace and PJ noted the difficulties of pinning down exactly how much of a percentage a class is online especially when there is a holiday during the term. Jamey noted that online courses are reimbursed by the state at a lower rate. We need to make the definition clear to students so they aren’t surprised when they sign up for a course and it’s in a different format than what they thought. Students are also unaware of the definition of a hybrid course. Notes attached to each course might be helpful.

Zack – something about what is an online course and who will determine it. Jamey thinks the Ed Tech group is the central group to make that recommendation along with the academic senate. Its ambiguity complicates the scheduling process. Jamey – the Curriculum committee is a subcommittee of the Academic Senate so that’s how they would be involved. It is status quo right now which may not be ideal in some cases. It’s really about how faculty teach their courses.

Alice – so a recommendation from this group to the Senate to take it up to look up redefining or streamlining or clarifying the information. PJ noted that part of the problem is that you’ve got different definitions.

Jamey – if ACCJC is really trying to enter in the conversation that would be an impetus for making a change because right now we are technically we are in line with that definition. It’s not ambiguous to say the instruction is all online because you can have assessment and orientation face to face. That’s ipeds. Our policies, our Ipeds policies, if ACCJC is looking at changing that is looking at changing that.

Jamey - Right – it doesn’t matter how many assessments you’re doing on ground; it’s 100% online because that’s the way it was recorded. When we say it’s an online course and it may have some assessment that is on ground, we just code it as online and that’s how we are paid and that’s how faculty are paid.

Alice – we understand all of that, but the students don’t. Jamey – well, that’s an easy North Star. In terms of what’s best for students I’d say we need to get some students involved in some way. Maybe we can talk with ASG and find a mechanism to get that input. We need to

be able to comfortable with the input that we get. If the indication that we get is that “online” means that you never have to come to this college which is most likely what they believe.

Alice – I mean that would be my guess.

Jamey – I wouldn’t be surprised. But the issue is this, what if we now have a professor who now wants to do everything online but bring someone in for the mid-term and final on ground. What do we call that?

- A faculty workgroup (Marsha, Pamela, Kandace and Jennifer) was formed to explore the different definitions for online and hybrid that exist among the campuses, how they align with the LRCCD policies and regulations, how they are affected by reporting requirements (MIS and IPEDS), and apportionment constraints.
- The goal is to provide the best information to students at the appropriate times in their enrollment and registration process.

#### **Future Items**

- Accessibility
- Modifying Regulations – Hybrid vs Online
- Evaluation – ALLY
- Office 365 Update
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- The district will be responding to the State Accessibility audit, and when the final recommendations are returned to the district, there will be requirements for corrections and responses within time periods such as 60 days, 6 months, and 1 year. As of the ED Tech meeting, the district had not received the final report.

Expanding Google apps is under discussion. There are security concerns from the ISO group and legal concerns with the contract regarding FERPA, when considering adding tools that are not part of the original Apps for Education package.

Adjourned at 4:15.

Next Meeting - The next meeting is scheduled for November 30<sup>th</sup>

**Learning Management Update  
Education Technology Committee Meeting  
October 26, 2017**

**1. D2L Volume Update (as of 10/25/17)**

	<b>Fall '16 Final</b>	<b>Fall'17 Current</b>	<b>% of prior</b>
▪ D2L Course Offerings	4,642	<b>1,517</b>	-67%
▪ PS Graded Components	3,724	<b>1,198</b>	-68%
▪ Faculty	1,469	<b>520</b>	-65%
▪ Student Enrollments	128,300	<b>39,391</b>	-69%
▪ Unduplicated Students	57,246	<b>29,083</b>	-49%

**2. D2L Updates**

- Fall '17 is the last semester on D2L, with faculty access ending on January 9, 2018.
- Communication campaigns are in full swing urging faculty to export D2L course materials.
- Evaluating the cost/possibility of a limited-user, read-only access license to D2L as a backup.

**3. Requesting External Apps and LTIs**

- Lots of new tools and apps available with Canvas, and therefore more faculty requests.
- Rolled out new review and approval process and website:  
[www.losrios.edu/lrc/lti\\_request.php](http://www.losrios.edu/lrc/lti_request.php)

**4. Canvas Update**

- Instructure Support
  - Daytime phone support was renewed for July 1, 2017 – June 30, 2018.
- Faculty and Staff Training
  - As recommended by LMS Coordinators, on-demand training contact with Instructure will not be renewed. (Expires Dec 31, 2017)
  - Alternatively, the Colleges each offer hands-on and online training through ITCs, DE/ LMS Coordinators, etc.
- Faculty/Course Evaluations in Canvas
  - We have agreed and will be piloting EvaluationKIT with a small number of courses (Dean/Faculty volunteers, participation from all 4 Colleges) this semester (Fall '18).
- Student Orientation in Canvas
  - Currently being developed, with rollout in January '18
- Counts for Fall '17 (as of 10/25/17)

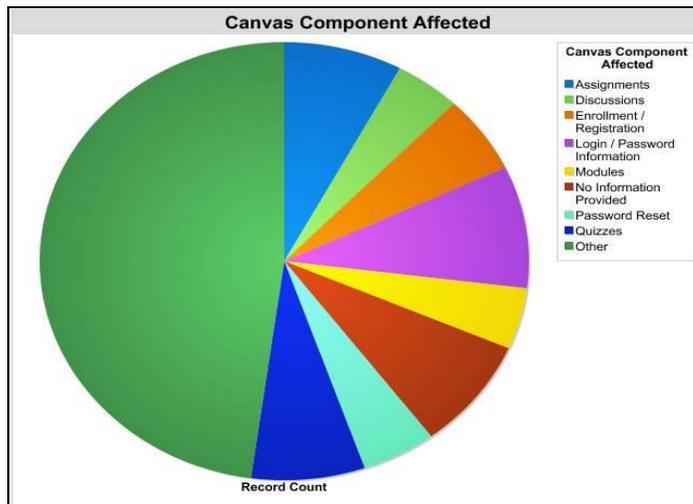
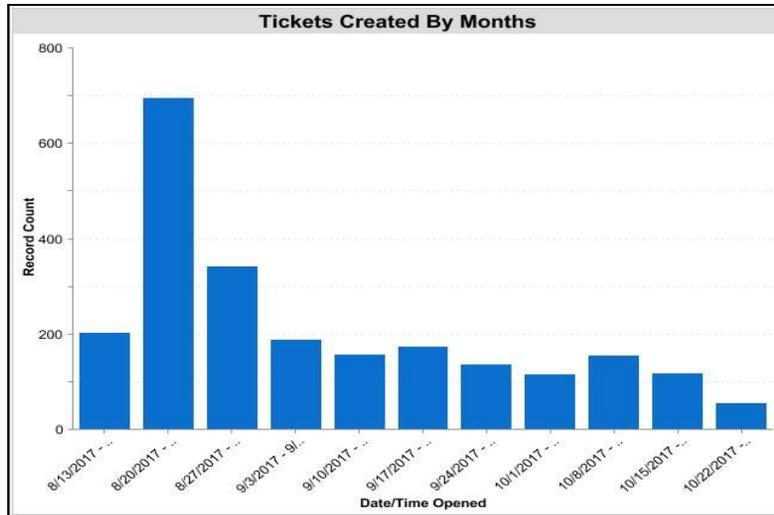
	<b><u>Courses</u></b>	<b><u>Faculty</u></b>	<b><u>Students</u></b>
ARC	1,007	517	17,583
CRC	606	254	10,637
FLC	398	184	6,575
SCC	<u>931</u>	<u>399</u>	<u>15,099</u>
<b>Total</b>	<b>2,942**</b>	<b>1,354</b>	<b>49,894*</b>

*\*Total Students is the duplicated count*

*\*\*Courses with multiple sections count as 1 course*

- Spring '18 Courses will be loaded into Canvas next week.
- Spring '18 Enrollments will start loading 7 days before start of term(s).
- Canvas 24/7 Helpdesk Statistics for Fall '17 (as of 10/25/17)

Email	11
Online Submission	559
Phone Calls	1,751
Other	4
Total	<u>2,325</u>



### 5. Google Apps Update

- Exploring activation of Consumer Apps, primarily YouTube, but there are FERPA concerns.

### 6. Library System Update

- Sierra System Version 3.2 is required for OS upgrade to RHEL7, so will be planned soon.
- Sierra System integration with EZproxy is in progress.
- Modification to include Faculty and Staff in Library Patron Load is in progress.