

## Educational Technology Committee

November 30, 2017

### Notes (draft)

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

### Welcome

The meeting was called to order at 3:05p by Co-chairs Alice Dieli and Jamey Nye.

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

The draft notes of the October meeting were approved (with minor changes) by consensus. The agenda for today's meeting was approved by consensus.

### Campus IT Updates

- ARC – Adam noted that due to the new governance structure adopted at ARC, there is no longer an IT Committee; rather they take a task related approach to projects. They now have Operations, Institutional Effectiveness and Student Success councils.
- CRC – Greg noted that CRC has a Distance Ed & Information Technology Committee, which is a different structure. They sent a memo to their Academic Senate to remind faculty to be flexible when scheduling finals for online students. They are asking the Senate if they are interested in reestablishing a test proctoring service for their distance ed students. They have begun discussing the definition of online and hybrid.
- FLC – Greg noted that FLC has a Distance Ed & Tech Committee which is a different structure. Their Technology Plan has been forwarded to their College President's desk for approval.
- SCC – Andy noted that their program plan was approved.
- DO IT – no report.

### College LMS/DE Update

- ARC – Pamela noted they have 9 more Canvas workshops before the end of the semester as well as Proctorio workshops. They are also accommodating one-on-one workshops with faculty who still need to transition their courses. They will have a Rubric Academy & Online Teaching Institute in the Spring and an Accessible Course Creation Academy, which will have 6 modules, and faculty can earn 2 units of PD credit. They have submitted their letter of interest to join the OEI.

- CRC – Gregory noted they will hold workshops during the week after finals.
- FLC – Greg noted their training efforts on ongoing.
- SCC – Brian is making personal contact with those D2L users who have not switched their courses to Canvas. They are working with the Academic Senate to revise a recommendation regarding who can teach online. Jamey noted that deans have right of assignment, but it's a faculty's right to teach online according to the current contract. There could be an interest/opportunity to discuss best practices district-wide. Greg noted that deans should be discouraged from scheduling novice faculty who have never taught online. Alice will contact each campus to see what guidelines are used when scheduling online instruction. Jena noted that some faculty insist upon teaching online without the proper training to do so. It was noted that ARC's culture of holding the Online Teaching Institute since 2001 may contribute to their faculty's self-imposed standards for online teaching. ARC's dean also support/encourage faculty to participate in the Institute before faculty are scheduled to teach online. PJ noted that there's a huge difference in the amount of prep need for an online course versus a face-to-face course. Jamey will also discuss this at VPIs meeting.
- DO – Mike reviewed the information on his LMS Update (see attached). Faculty access to D2L will end on January 9, 2018. Information will still be available for extraction. They have a website for the new review and approval process for External apps and LTIs. The LMS Coordinators have recommended that the Instructure support be continued through next fiscal year; and that the on-demand training contract not be renewed (expires 12/31/17). They received a 63% response rate to their faculty/course evaluations in Canvas. D2L was normally 20% response rate. The information/comments gained during the evaluations can be saved and purged at a later date. Mike noted that there was good representation (Ryan Cox, Debra Sax, KC Boylan) on this project. Gregory is working with DOIT on the Student Orientation in Canvas which is expected to rollout in January. Single signon for Google Apps and Canvas will be implemented on December 15<sup>th</sup>. This will result in users being signed-out from all apps once they log-out of their GoogleApps which might be a cause of frustration.

### **Discussion Items**

- a. FLOW – Flex Learning Options for Workers – Jamey reported on FLOW which is the Chancellor's Office response to a request made by the Governor for a proposal for an online college, and noted that three different ideas were submitted: a consortia model, hosting it at a district or college, or having a single new online college. The district submitted a proposal for a consortia model and the statewide academic senate is not thrilled with any of the options or the approach.

Sheley noted her concern that increasing online students results in fewer students in face-to-face classrooms. She asked if class caps be lowered so that the resulting lower-enrolled courses wouldn't be cancelled. Jamey noted that would be part of any campus enrollment management discussion, but there would still be minimums that need to be met to meet productivity goals.

- b. Canvas Summer Support – Alice noted that there is a need to provide the support and the district is open to funding that support. Alice asked members to let her know how many hours each campus anticipates needing during the summer so she can submit a proposal to Jamey.

- c. Update from Online/Hybrid Definitions – Pamela noted the activities that are happening surrounding clarifying/standardizing the definitions of online and hybrid courses. She noted that we want to make sure the information is clear to students at their time of need. Right now district has a definition and each campus has its own as well. Considerations: reporting, apportionment, fully online degrees and definitions. She wanted to know what the group's charge will be.

Jamey noted that we need to learn the student perspective and their expectations. The expectation is that an online degree means that students can get a degree without having to come to campus. Jena asked about the lab science general education requirement for obtaining an associate's degree and how that is handled. Pamela noted that BIOL 310 is going through curriculum process at ARC for a 100% online lab. It will have a lab kit that is quite expensive. PJ noted that she is a member of Sac City's DE Subcommittee and they are working on the fully online lab, but they are going at it considering the regular and effective contact. How is that not just additional homework? Jena noted that labs are charged less FTE because there is no homework assigned to a lab. But a face to face lab has the faculty interacting with the students which is the expectation. The way that most people teach a lab in science is totally different than the way that loads are allocated. PJ is talking about any lab the same way – we get funding for it, how can students get that regular and effective contact to earn the units for it, but we can justify the funding for it. The kits for science don't require any contact with an instructor. Alice noted that faculty do interact with their students in labs in interesting ways. Tim noted that in a face to face lab there is an Instructional Assistant in the lab with the professor, but this is not the case with online labs. How will that happen? Alice noted that we should be wary of using non faculty in a faculty role. Sheley noted that CIS courses are very lab oriented and the faculty are doing work in the labs – giving constant feedback to students, emails throughout the day not just during class time. She is worried the importance of labs and the work that faculty do in the lab is being diminished. Jena volunteered to be part of the subcommittee.

- d. Update on Office 365

Tom noted that the selection of vendor who will assist with the Office 365 implementation has been delayed a month, but it should not delay the implementation during the Summer of 2018. Mike Day, Joe Carrasco and Tom noted that the active directory will need to be reviewed by an outside vendor before we can implement Office 365 as well so that we have a solid foundation.

### **Future Items**

- Accessibility – Mike noted that Ally is the CTI that supports accessibility checking within our system. We are still waiting to hear from JP. Jamey has met with Campusworks who will supply expertise on accessibility. They will do a full assessment and help the Accessibility Taskforce. The next task force meeting is January 29th. Tom noted that there is a kickoff call with the accessibility experts on December 7<sup>th</sup>. Greg wondered what the consultants will do during their estimated 865 hours of contracted time. Jamey noted they will work on all of the colleges and scan what we have, what the laws are, etc. Jamey will share this information with the task force. Following the January 29<sup>th</sup> meeting, Alice requested an update at the February Ed Tech meeting on this topic. Jena noted that ARC has a universal design coordinator, which covers accessibility issues. She recalled previous conversations regarding the importance of having this position at each campus. Could that be a recommendation of the consultants? Alice noted

that it was discussed at an early task force meeting – not just instructional related, but procurement. Will the task force be working with the consultants during the 865 hours? Consultants are just now being hired so they have not worked with the task force, who has only met once. Jamey suggested that Alice ask JP for more information regarding the task force after the December 7<sup>th</sup> phone call. Jamey will send out the statement of work in advance if possible. At least Gregory, Marsha and Tom are members of the Accessibility Taskforce.

Additional Items:

Greg noted that February 22, 2018, @ONE is organizing Digital Learning Day and asked if this group would like to participate in the event. The committee would like to participate if it works with our meeting time. Gregory will send us more information when the schedule is available.

Tom noted that KC Green and the Campus Project study how computers are used in higher education. We will teleconference with him on January 18<sup>th</sup> and he'll let us know about trends of technology use in higher education. Tom will send out more information.

Adjourned at 4:15.

Next Meeting - The next meeting is scheduled for January 25<sup>th</sup>

**Learning Management Update  
Education Technology Committee Meeting  
November 30, 2017**

**1. D2L Volume Update (as of 11/28/17)**

	<b>Fall '16 Final</b>	<b>Fall'17 Current</b>	<b>% of prior</b>
D2L Course Offerings	4,642	1,517	-67%
PS Graded Components	3,724	1,197	-68%
Faculty	1,469	523	-64%
Student Enrollments	128,300	39,259	-69%
Unduplicated Students	57,246	29,960	-48%

**2. D2L Updates**

- Fall '17 is the last semester on D2L, with faculty access ending on January 9, 2018.
- Another email to faculty about exporting D2L course materials to be sent tomorrow (12/1/17)

**3. Requesting External Apps and LTIs**

- Rolled out new review and approval process and website: [www.losrios.edu/lrc/lti\\_request.php](http://www.losrios.edu/lrc/lti_request.php)
- Outstanding faculty requests (for Canvas) that need final approval:
  - Knewton (Adaptive Learning Tools) – Recommend we install/implement, but need final approval of FERPA Compliance.

**4. Canvas Update**

- Instructure Support
  - Daytime phone support was renewed for July 1, 2017 – June 30, 2018.
  - Recommendation from LMS Coordinators to continue for next fiscal year as well.
- Faculty and Staff Training and Support
  - 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.
  - Recommendation from LMS Coordinators to continue allocation of funds from District designated for summer '18 Canvas support.
- Faculty/Course Evaluations in Canvas
  - Recently completed 45 Course Pilot for Fall (11/14/-11/22) using EvaluationKit
  - Volunteers/Participation from all 4 Colleges
  - Received a very good 63% student response rate, far exceeding the average response rate in custom D2L process, so deemed a success thus far.
  - Recommendation to implement for Spring is pending additional review by committee.

- Student Orientation in Canvas
  - Currently being developed, with rollout in January 10, 2018
- Counts for Fall '17 (as of 11/29/17)

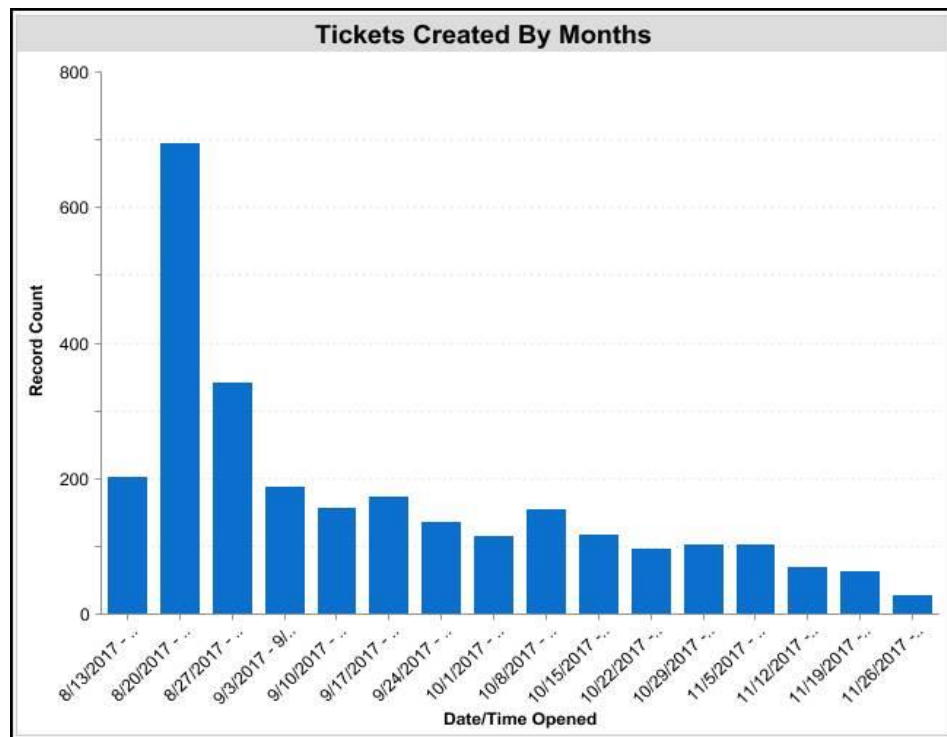
	<u>Courses</u>	<u>Faculty</u>	<u>Students</u>
ARC	1,026	524	16,735
CRC	612	259	10,102
FLC	408	187	6,309
SCC	945	403	14,391
<b>Total</b>	<b>2,991**</b>	<b>1,373</b>	<b>47,797*</b>

\*Total Students is the duplicated count

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

- Spring '18 Courses are loading into Canvas every 4 hours.
- Spring '18 Enrollments will start loading 7 days before start of term (regular schedule).
- Canvas 24/7 Helpdesk Statistics for Fall '17 (as of 11/29/17)

Email	16
Online Submission	620
Phone Calls	2,098
Other	4
<b>Total</b>	<b>2,729</b>



## **5. Google Apps Update**

- Exploring activation of Consumer Apps, primarily YouTube, but there are FERPA concerns.
- Implementing Single Sign-on (SSO) for Google Apps and Canvas on Dec 15<sup>th</sup>.

## **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.