

Educational Technology Committee

April 27, 2017

Notes (approved 9/28/17)

Sue Lorimer (Co-Chair)	DO	PR	Kandace Knudson (Co-Chair)	SCC	PR
Markus Geissler-out Sp17	CRC	EX	Zack Dowell	FLC	PR
Grace Austin	SCC		Marsha Reske	ARC	PR
Tak Auyeung	ARC		Gregory Beyrer	CRC	PR
Jena Bills	CRC	EX	Jennifer Kraemer	FLC	PR
Caleb Fowler	FLC		Sheley Little	SCC	PR
Patricia Harris Jenkinson	SCC		Alice Dieli	ARC	PR
Adam Karp	ARC	PR	Stephen McGloughlin	CRC	
Gary Hartley	FLC		Elaine Ader	SCC	PR
Kirk Sosa	CRC		Tom Danford, Interim CIO	DO	EX
Brian Pogue	SCC	PR	Daniel Gilbert-Valencia	ARC	
Jon Santos	ARC	PR	Mike Day	DO	PR
Pamela Bimbi	ARC	PR	Others: Tim Hixon, Josh Hall	CRC	PR

Welcome

The meeting was called to order at Ethan Way at 3:08 by Co-chair Kandace Knudson and thanked Elaine for the snacks provided for Sue's last meeting.

Approval of Notes from March 23, 2017

The draft notes of the March 23rd meeting were approved with a minor correction by consensus.

Campus IT Updates

- ARC –Jon noted they are now in the position of having a redundant line following the installation of a new data line during spring break.
- CRC – Greg noted their DEIT Committee will be issuing a recommendation on how to define lab and lecture in the DE mode and will recommended anything that is lab require synchronise instruction, including online labs. Sheley noted her concern regarding keeping the flexibility of online courses for our students and switching lab hours into lecture would increase a course's FTE. Greg noted that during a lab there should be immediate feedback available which many feel cannot occur in the online environment. Therefore, perhaps the lab component should actually be lecture. He noted they are seeking a consistent way to measure the instructional hours of a course; some courses consider activities a lab while others consider it part of lecture. Sue noted that apportionment might be affected, there will be other ripple effects, and all constituents will need to have input before changes are made. Tim noted that this also affects a faculty member's rate of pay because lecture is compensated at a higher rate of pay than lab. Sheley noted that it will affect the way labs are schedule and faculty will need to sit in the labs in order to provide the immediate feedback. Kandace noted they have similar questions at SCC and how this will affect regular student contact and they emphasize to their faculty teaching online Title 5 regulations regarding regular effective student contact.
- FLC – Zack noted there is no report.
- SCC – Elaine noted that their prioritization is completed and they experienced a core switch failure and hope it will be replaced soon.
- DO IT – Tom noted there is no report.

College LMS/DE Update

- ARC – Alice noted they are working on adopting the course design rubric and it's at second reading at their campus; that only about 30% of their faculty are currently using Canvas so that will affect training in the fall; Summer activities will include drop in hours, Canvas training, Vericite Training, and Online Training Institute in Canvas; applications for the position of Universal Design Coordinator are being screened; and they are working on ways to provide science lab kits to online students.
- CRC – Greg noted they are still working on obtaining coordinator coverage for the summer.
- FLC – No report.
- SCC – Brian noted they are wrapping up spring and plan to have 3-5 days of coverage per week during the summer funded by the allocation provided by the district.
- DO – Mike Day noted that he's working on obtaining a half-year contract with D2L, but doubts the vendor will be willing to provide it. He provided updates on D2L and Canvas usage including information on the type of trouble tickets that are being submitted. He noted the library's Sierra System was upgraded and the integration with eBook Central is in progress.

Canvas Updates –

Kandace asked whether the group noticed many faculty who have never used D2L beginning to use Canvas. Alice noted that at ARC recently hired faculty are inquiring about Canvas. Alice and Marsha noted that the Can-Innovate Workshop will be held on August 14th. She noted she met with DE coordinators, members from OEI and two people from Canvas. There will be a keynote speaker from the OEI, and hope that lunch time speaker (and possibly some funding) will be provided by Instructure, one of the few vendors who will be allowed to participate. Sue noted that deans should be encouraged to advertise and reach out to their faculty who do not yet teach online. Participation is limited to 300 which will initially be limited to Los Rios faculty and staff, but will be opened to other districts at a future date. The cost will be approximately \$20 per person.

Proctorio Demonstration – Marsha showed a short video on Proctorio, an online academic integrity product. She noted that Proctorio has been thoroughly vetted by the OEI and asked Greg to share the vetting process. Marsha noted/highlighted some of the features of Proctorio, but noted that it functions best in the Chrome browser. She noted that using Proctorio can allow a course/program to become fully online by eliminating the need for students to come to campus to take tests/exams. Greg noted user unease with the feeling of being watched but thinks students will understand the need for verification. Sheley asked if Proctorio was available for use on mobile devices, and Kandace didn't think it was. Greg did a quick check and found it wasn't available for use on mobile devices. Information on how Proctorio can be used could be included in the syllabus for each course. Marsha noted that the OEI is working on a proctoring network so that students can take an exam anywhere.

Marsha noted that the LMS coordinators recommend the adoption of Proctorio due to its ease of use, seamless integration into Canvas, and scalability. She requested that the District take the "savings" from the purchase of Vericite (versus D2L) and purchase 6000 user licenses for the District to distribute to the campuses. Sue noted that the District will still be paying for D2L for another semester, so that eliminates the "savings" and the use of Canvas is a district-wide initiative, but the use of Proctorio may be a local decision. This will be a discussion she will have at the VP level.

Discussion Items

- a. Course Scheduling and SEL Project Updates – Sue provided an update on these projects noting that the groups met on April 25th. She noted that these are college-based processes; not district-level, so their work informs the District’s work. An RFI will be issued based up on the features developed by the campus, and if necessary an RFP will be issued. It is hoped that adopting a new course scheduling software will make developing clear pathways for students much easier.

- b. Mobile Device Management (MDM) – the committee discussed mobile device management. Kandace noted that she took the topic to District Academic Senate (DAS) and they felt that neither the ISO nor the Ed Tech Committee was the appropriate committee to determine our policies related to mobile device management because they are not participatory governance bodies. (Note: Ed Tech is a participatory governance committee, but it is not an Academic Senate committee.)

- c. Technology Accessibility Work Group Update – Sue noted that this recently formed group met today with JP, and the District needs to review its technology accessibility standards to ensure the standards are up-to-date and consistently followed. The Accessibility Work Group will develop a plan to determine how the District will strengthen its standards. It was noted that greater participation on the Work Group by DSPS constituents would be beneficial. Sue noted that any new products will need to be vetted before they are adopted.

- d. IT Audit (added to agenda) – Sue noted that the District has been selected to undergo an IT Audit to help establish baselines and expectations throughout California community colleges regarding faculty input into educational technologies and equipment replacement cycles. She noted that it’s challenging to keep up with changing technology due to rapid change and fluctuating budgets.

Review of Educational Technology Committee Accomplishments 2016-17

Sue noted that we are constantly assessing and making improvements and reviewed her list of accomplishments of this committee. She requested topics for next year’s goals. She noted that the Lab issue should be routed back to the District Academic Senate since this is an academic and professional matter that needs DAS input. She cautioned that we must continue to ensure we are always in compliance with Title 5 requirements regarding lab contact so that we don’t jeopardize our apportionment.

Future Items

- Course Exchange Participation
- Google Apps & Integration

Adjourned at 4:50.

Next Meeting - The next meeting is scheduled for September 28th

**Learning Management Update
Education Technology Committee Meeting
April 27, 2017**

1. D2L Volume Update (as of 4/26/17)

	Spring'16 <u>Final</u>	Spring'17 Current	% of <u>prior</u>
▪ D2L Course Offerings	3,710	2,904	-22%
▪ PS Graded Components	4,599	3,748	-19%
▪ Faculty	1,495	1,180	-21%
▪ Student Enrollments	126,369	94,983	-25%
▪ Unduplicated Students	56,044	48,652	-13%

2. D2L Improvements & Other Status

- End of Semester maintenance will be June 1, 2017.
- Working on our last D2L renewal for July 1, 2017 – June 30, 2018.
- Turnitin will no longer support our version of D2L after this semester.

3. VeriCite Follow-up

- VeriCite to be (re-)installed in D2L and Canvas systems as soon as possible.
- Confirmed with VeriCite that we can seed their system with documents. (Date TBD).
- Purchase should be finalized in the next week.

4. Canvas Update

- Instructure Support
 - Explored upgrading to Tier 1 support, but it is cost prohibitive.
 - Working on renewing our daytime phone support for July 1, 2017 – June 30, 2018.

▪ Counts for Spring' 17

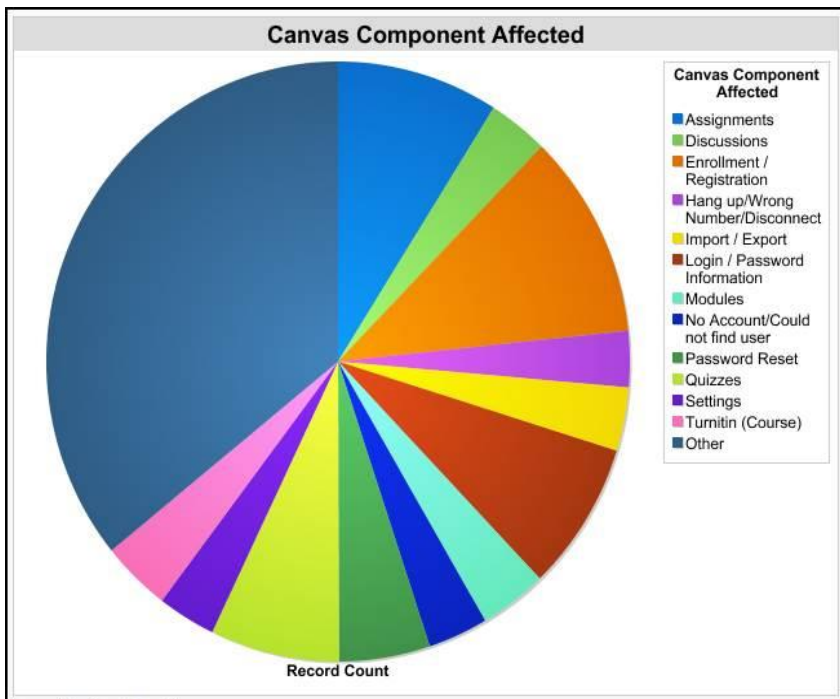
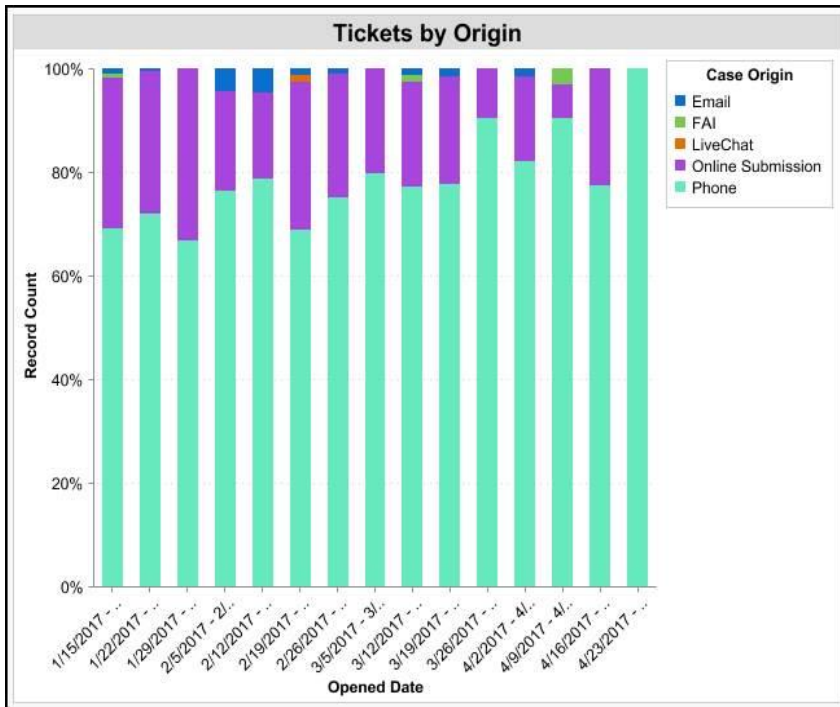
	<u>Courses</u>	<u>Faculty</u>	<u>Students</u>
ARC	387	211	12,692
CRC	118	68	4,463
FLC	199	86	5,746
SCC	<u>316</u>	<u>165</u>	<u>11,718</u>
Total	1,020**	530	34,619*

**Total Students is the duplicated count*

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

- Summer '17 and Fall '17 Courses have been loaded.
 - Student Enrollments to start loading 7 days before start of terms.
- Issues
 - No outstanding issues to report.
- Canvas 24/7 Helpdesk Statistics

Email	21
Online Submission	352
Phone Calls	1,016
Other	<u>7</u>
Total	1,396



5. Google Apps Update

- No new updates.

6. Library System Update

- The Sierra System was upgraded to version 3.0 on Wednesday, April 14th.
- Sierra System integration with eBook Central (ProQuest) in progress.
- Modification to include Faculty and Staff in Library Patron Load in progress.