

## Educational Technology Committee

January 25, 2018

### Notes (approved 2/22/18)

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

### Welcome

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

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

The draft notes of the November meeting were approved by consensus. The agenda for today's meeting was approved by consensus.

### Campus IT Updates

- ARC – none
- CRC – Stephen noted they are still working on changing the structure of their committee and will be folded up under Instructional Services instead of Resources. Gregory Beyrer noted they are excited about implementing virtual desktop program for CIS DE Classes.
- FLC – none
- SCC – Andy provided some updates on activities at their campus.
- DO IT – In Tom's absence, Mike noted that D2L is closed and Canvas is the only option now. They are working on network improvements. They are working on Smart Rows/Data Centers at FLC & DO. They are working with facilities to update the cameras. He noted that ARC will likely be first with 50/60 cameras to be replaced/installed at each college.
- Jamey noted the AB705 implementation team met recently and explained the structure and the implementation plan. March 1<sup>st</sup> is the target date to get the drop-down menus loaded with the GPAs recommended by the Faculty Discipline Groups. He noted that Sierra College and Diablo Valley College have easy sites to navigate.

### College LMS/DE Update

- ARC – Leslie Reeves, Universal Design Coordinator, noted that the Course Exchange application is in process and will be shared with the Academic Senate. Their OEI Rubric Academy is in full swing and began during flex week. They are holding an Accessibility

Course Creation Academy on February 23<sup>rd</sup> and it's based on the @ONE program. The course is optional and faculty can earn 2.0 units of salary credit. They will also hold Gradebook, Proctorio, and GoogleDocs workshops.

- CRC – Greg noted the D2L transition to Canvas has been smooth. Faculty are excited by the ability to markup submissions/assignments available in Speedgrader's because it was never implemented with TurnItIn. Distance Ed IT Committee is discussing recommending training before faculty can do online teaching and discussing the definition of fully online and partially online. They are very interested in making the class schedule clearer to students.
- FLC – none
- SCC – Brian noted their transition is going well. Kandace noted they are working on the OEI self-assessment packet. 590 students did Quest successfully with help desk supported by student help from Learning Resources, but it may become a collaborate effort with IT and Learning Resources. She noted Long Beach has a good model.
- DO – Mike reviewed the information on his LMS Update (see attached). He noted that 55,000 students, 1950 faculty, and 3300 courses are now in Canvas. Student orientation was rolled out on January 10<sup>th</sup> and they are aiming for no more than two hours from the time a student uploads their application to when they can access the orientation. The faculty evaluation pilot (EvaluationKit) resulted in a 65% student response rate and the LRCFT is looking into extending the pilot into the spring. Training for deans will take place next week and the HR website has information available. Greg suggested that students who don't complete the orientation be contacted by student services staff/counselors who can be added to the class to gain access to the non-completion information.

### **Online/Hybrid Work Group**

Kandace and Jennifer updated the committee on the progress being made by the subcommittee. They noted they will be asking students what they understand/expect from the terms when they are listed in our class schedule. She noted that ARC's research department will help format the questions and Jamey suggested running the questions through the District Research Council.

Kandace asked if we consider a class online if it has face to face assessments and/or orientation because that's the definition for a 100% online course for ipeds and the OEI. Jamey noted that for curriculum purposes that would be considered hybrid; classes can only be up to 90% online and there is no 100% online option to force faculty in that department to have onground midterms and finals and orientation. But you are right, on the recording side, it is allowed to be called online. Jamey – I thought the OEI gave a different definition of that; I thought they said online is 100% online? Kandace noted the OEI has a proctoring network, and they wouldn't need a proctoring network if the classes in the OEI were only offered online. So they do have face to face assessment, but do it through the proctoring network.. For curriculum, we have classes that are considered 100% online but it's 100% of the instruction is online so orientation and assessment is often face to face. Jamey noted that it's not how it shows in SOCRATES shows it, but the scheduling of the class is different. 100% is not allow in SOCRATES because it would allow a professor to never meet with their students for assessment. Kandace isn't sure how SOCRATES interacts with PeopleSoft, but the schedules that come to the ISAs with the 1:00 AM start time that are 100% online and then the instructor can say I want face to face on this day for assessment and orientation. Socrates will still say 100% online – Jamey noted that the flip side is not true – you can't have a course that says can be taught up to 90% online and not have 10% of it onground. And that 10% will not be instruction as it's defined by Iped. That 10% will be assessment and/or orientation. Kandace- so are you saying that because I'm working on the DE curriculum committee, and my understanding is we may have been doing it incorrectly for years. So, if an instructor wants all of the instruction online, but wants assessment face to face, then it has to say 90% or whatever

% of the assessment piece is? Jamey – that was the position of the CIS faculty at CRC when it was put in. And that was a big discussion at district curriculum. What they wanted was to control a course not a professor. There will be many different professors teaching that course so if you took as an example CISC310 and they said we want the ability to have everyone who teaches this course at CRC they must do their assessment on ground because we want to be able to verify that it's our students. So when they did that they said you can teach up to 90% so with their definition, the 10% that is not taught online is assessment. And they are counting that for Socrates purposes as 10% of the course is not online. Not the ipeds definition which is different. But that is how departments control their curriculum and why it went to 10% increments because they wanted to say up to 90% not up to 100%. Otherwise any instructor could say I'm not going to do any onground assessment. So, they worked with curriculum to make that police that it can't be scheduled 100% online because it's not approved for that. The department chair or dean will make sure that the course outline of record matches what is asked to be scheduled before the ISAs schedule it. Kandace will research to see if assessment is considered part of "instruction" in the Ed Code and Title 5. Jamey asked Kandace if on the SOCRATES where it says up to 90%....your position is that they should have to do some teaching during that 10% not just the assessment. The district's position is that it's just assessment during that 10%. Alice noted that it's not just assessment during that 10% of the time, but it also involves orientation. Sheley noted that having face to face orientation and testing defeats the purpose of having online courses. The different percentages of allowed online teaching for the same course were noted.

#### **SEL/Course Schedule Software Update**

Jamey noted that both work groups finished their work and the Course Schedule Software vendor selected was Ad Astra. It will be a 5 year contract with implementation during the spring and there will be a district-wide implementation team. After going through the RFP process and interviewing vendors, it was decided that none of the SEL software vendors could provide a tool to meet our needs so that selection process has been put on hold. He noted that San Mateo CCD is going through an RFP process for the selection of a SEL product and have asked us if we'd like to observe their process and/or provide input.

#### **Office 365 Migration**

Mike provided a brief update and noted that DOIT has been running a mini pilot. They had originally issued an RFI, but rejected the vendors received in lieu of running the pilot in house. The active directory assessment will kick off soon to look at user groups, provisioning, etc. They hope to expand the pilot group. Jeff noted that it's best that groups/departments who share information should join the pilot at the same time. Mike noted that some colleges don't give students email accounts; but some give students and employees the same accounts. We give students gmail, but not employees. Employees may generate their own gmail accounts. Tim asked if the students log into the same cloud serves as our employees and can Office 365 be used educationally where we can provide distance ed support. Mike noted that logging into the same cloud depends on how we configure it. He's not sure how we will provide the support and students will continue to use google apps. The big driver of getting Office 365 for employees was larger email storage.

#### **Accessibility Task Force Update**

Leslie noted that CampusWorks is assisting with the task force and conducting an accessibility audit. It was also noted that the reports we received from the State didn't seem to highlight the fact that ARC met the 95% of the goals, but the report made it appear that there was much work to do. Ironically, their own report was not available in an accessible format. The next meeting will be Wednesday, January 31<sup>st</sup> and board policy and regulations are being generated.

### **Information Items/Announcements**

- a. CCC Digital Learning Day – Alice noted that the event will take place on February 22 and a call for proposals has been issued. Greg noted that he'll be participating and hopes that the Ed Tech Committee could participate in at least part of the event during the next scheduled meeting.
- b. Online Teaching Conference – Alice noted registration is open and they are accepting proposal submissions. Jamey asked if any workshops will focus on FLOW (Flex Learning Options for Workers).

### **Future Items**

- Accessibility
- Distance Education Virtual Desktops (from ISO Agenda)

### **Other Items**

Kandace asked about the status of the project management software purchase. Jamey noted that instead of purchasing a product, the DO IT Department was restructured and Jason Gregg will serve as project manager. Kandace noted that the Pathways folks are looking to possibly buy project management software. Mike suggested they talk with Jason.

Adjourned at 4:16.

Next Meeting - The next meeting is scheduled for February 22<sup>nd</sup>

**Learning Management Update  
Education Technology Committee Meeting  
January 25, 2018**

**1. D2L Updates**

- Going, going, gone!
- DO-IT does have the ability to export content if needed.

**2. New External Apps or LTI Requests for Canvas**

([www.losrios.edu/lrc/lti\\_request.php](http://www.losrios.edu/lrc/lti_request.php))

- Outstanding faculty requests (for Canvas) that need review and approval:
  - Wiley Plus – **Approved by LMS Committee**
  - Springshare (Library) - **Approved by LMS Committee**
  - InQuisitive (W.W. Norton) – In Review (FERPA Compliance)
  - WebCOM (Great River Learning) – In Review (FERPA Compliance)
  - Top Hat – New
  - Konica – New

**3. Canvas Update - Counts for Spring '18 (as of 1/24/18)**

	<u>Courses</u>	<u>Faculty</u>	<u>Students</u>
ARC	1,172	594	20,176
CRC	722	304	12,131
FLC	457	220	7,126
SCC	<u>996</u>	<u>440</u>	<u>16,389</u>
<b>Total</b>	<b>3,302**</b>	<b>1,558</b>	<b>55,822*</b>

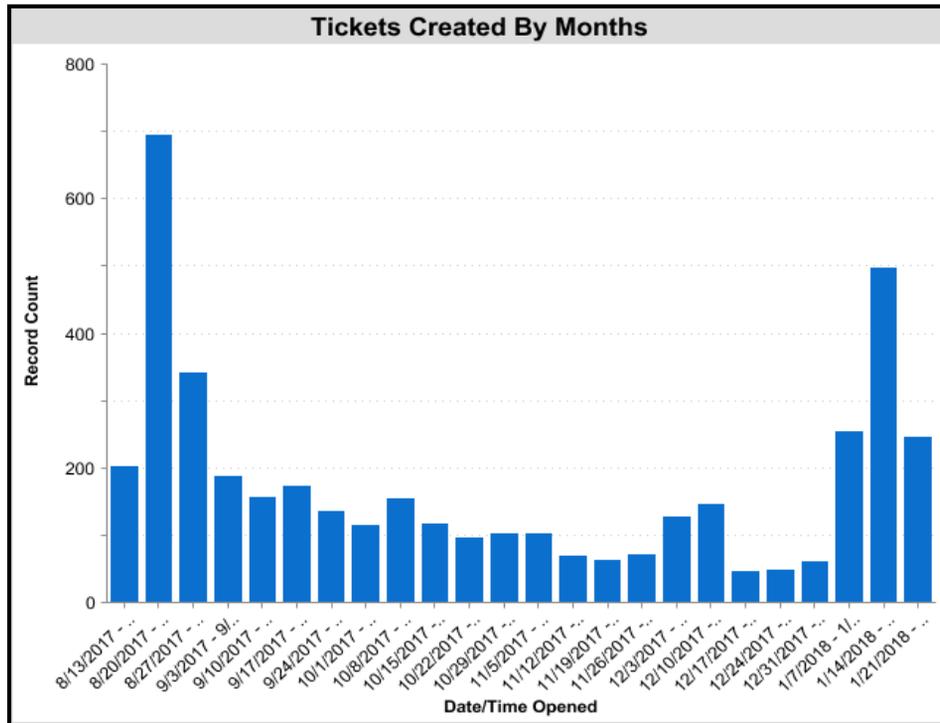
*\*Total Students is the duplicated count*

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

- 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
  - Colleges continue to 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 at the Colleges.
- Faculty/Course Evaluations in Canvas
  - Successful completion of 45 Course Pilot for Fall (11/14/-11/22) using EvaluationKit. District/LRCFT/Committee recommendation to fully implement for Spring. HR Webpage has been updated with Instructions and link to Request Form. Training at the Colleges is currently being scheduled
- Student Orientation in Canvas
  - Successfully converted and rolled out on January 10, 2018
  - New (term activated) students are loaded into Canvas every 2 hours, shortly after student applications are uploaded and processed in PeopleSoft.

- Canvas 24/7 Helpdesk Statistics for Spring '18 (as of 1/24/18)

Email	10
Online Submission	230
Phone Calls	<u>755</u>
Total	995



#### 4. Google Apps Update

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

#### 5. Library System Update

- Sierra System integration with EZproxy (SSO) went live on Jan 9<sup>th</sup>.
- Modification to include Faculty and Staff in Library Patron Load is in progress – Needs validation.