

## PCCD DE Committee 11/28 Meeting Notes

Next meeting we will have two sets of notes to look over.  
Ask Phillippa for notes she took last meeting

### **Moodle Use Programming**

- Visual small changes
  - Guest access
  - Two column format
- Not upgrading to new version
- Timeline: faculty will have access to shells on the 9th
- Friday 12/9 DE Coordinators should communicate that Moodle shells are open

### **Student Support Services**

Shibboleth: single access point for students

- Single sign on for students can access PeopleSoft, Canvas etc
- Student services needs
  - Possible to include “button” to link students to online tutoring
  - Counseling, financial aid, tutoring, library services, application/assessment/orientation
  - How to get this on the District radar and push for these services at all four campuses
- VPI’s and VPSS need to lead the charge
  - Canvas is customizable
  - Autonomy is important but all campuses should have uniformity
  - Students should be prepared before taking an online class
    - Student readiness support should be centralized
  - Cranium cafe and other platforms pushed at the district level
    - Baseline support service
    - Starfish?
    - IT integration with multiple products is complicated
  - What are different softwares and costs? We need someone to research and make proposals?
  - Multiple solutions for each campus and come up with one solution for all
  - Go with OEI’s recommendations
  - This should be looked at as a 5th campus - use this platform and these tools in a consistent way
  - Support services: one central service and system
- Proposal: own this document as a committee and pass it forward to the District and IT
  - Recommend that there is uniformity with ALL student services across all campuses

- Send it to IT Steering Committee, campuses DEC, senates, cabinet
- Process launched for evaluating, assessing and processing different software
- Inger will formalize as a PDF and send it to the groups mentioned above (after checking with 3 authors)

## Canvas Transition Planning

- See Alexis' transition plan
  - Train the trainer
  - Migration clinics
  - Summer institute
  - Coordinator for Canvas
- Include the DE Checklist from the OEI as baseline for what we want to see in people's courses
- We need to decide what the district will provide and recommend what NEEDS to happen
- Collaboration of student services is necessary but we should morph this into what the District is going to pay for and what the colleges can supplement
- 3-4 trainers proposed
  - Colleges put at a huge risk
  - Trainers versus trained faculty
- How many classes can be launched in the Fall pilot ??
- DE coordinators and college administrators need to make a proposal for fall
  - 25 online, 25 face to face?
- Costs for technology integration in the budget - can it be added?
  - Will be worked out separately
- Fix: Moodle is 10,000 for year to host
- Recommended changes to Alexis'
  - Designated special trainers: 3-4
  - Trained Canvas people: 16
  - Change the training to last week of school and the week after
  - Different roles people have as a result of the training, clarify expectations
  - Add migration clinics
  - Specify how much should be included in shells
  - DE coordinating roles and ITC role?
- Instructional design consultant: bring someone in the spring
  - Vice presidents can offer 12 hours of training for ID
    - Ideal for spring, give first cohort more support
    - Don't build courses and have to redo it later
- Ask if Canvas provides Instructional Design
- Make a change to include 6 DE Coordinators for spring
- Add DISTRICT before Institutional Training Coordinator ITC
  - Alexis will serve
- Add assessment checklist

### **DE Coordinators Role and Responsibility**

- Attend tech committee meetings
- Attend curriculum committee meetings
- Attend DE coordinator/DE subcommittees
- Assist faculty in designing, developing and managing DE courses
- Assist faculty in the use of Moodle
- Keep up to date with DE research and best practices
- Assist with online evaluation of instructors and courses
- Assist in course migration
- Providing professional development in the form of on-campus trainings for faculty
- Assist and lead the colleges in the transition to canvas

### **Summer DE Coordinators**

- .25 release for summer
  - Bigger impact
  - Expectations of moodle support plus canvas implementation
- Don't forget to communicate this info
- Ask for recommendations to fill new seats in DE coordinator