

DE Committee meeting notes – May 8, 2017

(these notes won't be approved until Fall 2017)

Committee members present: Jason Cole, Chelsea Cohen, Scott Godfrey, Vinh Phan, Ed Loretto, Theresa Rumjahn, Linda McAllister, Srujana Tumu, and Ann Buchalter

Committee members absent: Phillip King, Chriss Foster, Chioma Ndubuisi

Guests present: Jason Cole, Theresa Rumjahn, Inger Stark, Cleavon Smith

Approval of minutes/notes from last meeting

1. **Agenda Item - Roll out plan update** – must train prox 1000 instructors (currently about 600 LMS users)

Summer 17 - training goal 60 faculty

- 4 proposed workshops in June—conversion workshops –2 day for DE and 2 workshops for F2F—repeat in August (across 4 colleges)—Kevin to Lead –DE coordinators and trainers to help
- Clarity needed for helpdesk support and other things for fall rollout
- Committee needs to develop recommendations for what the requirements will be for teaching on Canvas (required course? Shell approval?) but each college must set own process for course assessing course readiness

Fall 17— training goal 100 faculty

- Assess fall pilot program
- Use Oct Prof Dev day as possible for faculty training

Winter 17 – training goal 100 faculty

- Possible Starfish gradebook integration
- All campuses will have the same options in Canvas, similar layouts, etc—help students avoid cognitive overload, however colleges will still have autonomy in branding and detail
- VC Cole - district provides the basic platform to ensure a starting point of quality and equity across the colleges—how each college chooses to use the platform is up to them—while still trying to avoid unnecessary variation that puts student at risk (cog. Overload)

Spring 2018 – training goal 100 faculty

Summer 2018 – training goal 200 faculty

Colleges must decide how they will (administrators) will approve assignments going forward—text in assignment letters, communications with deans/chairs, etc.

Agenda Item – Clarify Committee role/focus/responsibility

- What do we want our DE committee meetings to look like as we move into next year? Do we want to focus on *Big Picture* stuff (policy issues) over more technical side of coordinator functions
- Proposed meeting schedule for Fall: 2 committee meetings, 2nd & 4th Monday, 3rd Monday for Canvas Transition planning team
- Doodle: for July meeting for fall planning –**Inger to send out doodle**

Student Services

- -Vinh: would like big pic decisions on Student Services and how counselling will be addressed as we move forward
- Linda shares that BCC really tried to reach out to SS staff/faculty before this all started by including them in Train the trainer
- -Vinh: COA spent a semester playing with Cranium Café—as far as he knows other campuses haven't—and need to start thinking about how we will bring everyone up to speed—esp if we are talking about standardizing services across the district—COA has done their homework, so they don't want to wait for everyone else to get caught up before they can apply what they've learned
- Agenda for July retreat will be fall/transition planning and students services
- **Reiterate the recommendation about uniformity when it comes to all student services provided within Canvas; all modules the same across district disseminate this recommendation**
- VC Cole should pull together VPSS team to begin decision making and planning for StudSer
- Need training plan—MUST add to the roll out plan-- also point out this is an accreditation issue.

Improved communication with DAS and DEC

- Inger has attended 2 DAS meetings and will attend the final DAS
- Inger will attend the final DEC mtg. on May 26
- Next year must have regular reporting to DAS and DEC, along with more prompt posting of agendas and meeting notes

Revised DE coordinator Duties

- In light of Kevin Kelly/ICC being developed and increased support from District Office, **recommendation is to shift from .5 to .4 release time**, with the understanding that there will be future commitment to more support
- Vote to approve: 3 yes, 1 no, 3 abstain – passes
- Recommended revisions to Job Description – **see attached**

Agenda Item – AP4105

- Inger-whether or not a course can be taught online is the purview of the curriculum committee so this committee's should only make recommendations about section on "scheduling instructors"
- Recommended Changes *in red/bold/italics*:

VI. Scheduling Instructors for Distance Education classes *and creating accountability within online/hybrid courses.*

- A. The instructor must use or commit to using a *the* recognized **PCCC** CMS/LMS (course or Learning management System) to deliver course content, which adheres to the following standards:
1. Welcome/Orientation
 2. Organizational components
 3. Instructional modalities
 4. Assessment practices and expectations
 5. ***Gradebook***
 6. ***Instructor/student communication – regular and substantive interaction (i.e. messaging, email, announcements, chats, forums, etc.)***

These recommended changes should include comments that that the policy should dictate much stronger requirements for training and expertise before instructors are assigned to online/hybrid courses. However, until each college is able to provide increased and improved training and support for online/hybrid instructors, changing AP 4105 seems useless, because it is often not now followed and would be even harder to follow if made more regulatory.