

Distance Education Committee Minutes

Date: October 23, 2017
Time: 11:00 a.m. - 12:30 p.m.
Location: GC 210K

Linda Alexander,
Faculty Co-Chair

Nancy Brambila,
Academic Senate
Representative

Members present: Linda Alexander, Eric Ichon (co-chairs); Ana Figueroa, Suzanne Floyd, Ken Taira

Call to Order: 11:07 a.m.

Ana Figueroa
Academic Senate
Representative

1. Review, revision and approval of September 19, 2017 Minutes -All
Linda, Eric and Suzanne offered corrections of the minutes for September 19, 2017 and the minutes were improved. The minutes were approved unanimously.

Suzanne Floyd,
Academic Senate
Representative

2. Canvas and Online Pedagogy Training towards salary column advancement -K. Taira
The item was tabled to the next meeting scheduled on November 20th, 2017.

Eric Ichon,
Administrative
Co-Chair

3. Open Educational Resources (OER) FIG Update -L. Alexander
Linda Alexander provided information on the OER FIG. At the present time, it's hard to know who is using OER. Zero Textbook Cost Program is a program that allows materials without a cost. Beginning 2018, when students look at the online schedule, students will be able to see which classes are using no-cost and low-cost books.
Eric Ichon explains there will be two different logos for no-cost and low-cost books. Linda Alexander explained on Friday November 1st, 2017 there is an OER Conference at Cerritos College.

Dr. Arnita Porter,
Academic Senate
Representative

Ken Taira,
AFT Representative

Ana Figueroa asked if the cost of books will be included in the winter schedule. She also inquired about the price range for low-cost designation. Eric explained that a law mandates inclusion of textbook cost information. It is not clear what constitutes low-cost, therefore, Eric will investigate the range of cost for low-cost designation.

Alice Taylor,
AFT Representative

Clyde Titus,
AFT Representative

4. Canvas site for Distance Education Committee -E. Ichon
A site has been created for use of Distance Education Committee members. Invitation link to the site has already been sent to committee members.

5. Using Canvas for winter and spring 2018-E. Ichon
Eric Ichon brought up the point that we need to keep student records for online courses for three years. We have to keep records of current Etudes courses through 2020 per requirement of the Department of Education. Specifically, the Dept. of Education requires access to student files; we have to keep records of communication with students and feedback. In Etudes, emails are sent via the Private Messaging system.

Linda Alexander,
Faculty Co-Chair

Eric Ichon explained that he is working with Vivie Sinou to ensure that we can keep archives with Etudes. However, Etudes can only archive through 2019 and we require three years of files. This raises a problem because West LA College needs to keep data until December 31st, 2020. As it currently stands, we will be teaching with Etudes through the winter 2018.

Nancy Brambila,
Academic Senate
Representative

Eric Ichon proposes a recommendation: We discontinue Etudes this winter. There is training through Etudes and @ONE to help instructors switch over to Canvas. If we switch to Canvas, then we will be able to keep records. The Department of Education requires access to student files, therefore, we need access to those files for three years. He suggested that we can make our concern known to the Academic Senate and to the College Council: We need to publicize that we need to switch to Canvas. Eric Ichon is actively contacting instructors to let them know that we have to switch to Canvas. Based on this information, the DE Committee decided to present a Notice Motion.

Suzanne Floyd,
Academic Senate
Representative

DE Committee Noticed motion for our November meeting:
Due to recent changes to Dept. of Education regarding student data retention, the DE Committee recommends that Canvas be used exclusively for online and hybrid classes by winter 2018.

Eric Ichon,
Administrative
Co-Chair

The DE Committee will try to meet before November's Academic Senate meeting or vote via email so we can get to the Senate quickly.

Dr. Arnita Porter,
Academic Senate
Representative

6. Raising awareness and profile of distance learning at WLAC -S Floyd
Suzanne Floyd brought up the question of how to use Course Evaluation HQ, which is a tool used in Etudes.

Ken Taira,
AFT Representative

The evaluator when evaluating a teacher uses the district evaluation form. The "For instructor's link" provides a way for the evaluator to set up dates of evaluation by students. There is an additional link to allow a teacher to begin a mutually agreed upon evaluation time.

Alice Taylor,
AFT Representative

7. Online Welcome Week -Does Canvas have a provision for this? -S. Floyd
Suzanne Floyd spoke about creating a "Welcome Week" for online students during the regular welcome week at WEST. Ana Figueroa added that we could add a module before the classes started that could help students to learn to navigate through Canvas. Linda Alexander recommends to send an email to everyone informing students of how to use online courses.

Clyde Titus,
AFT Representative

8. Online Resources equivalent to on-campus resources
Suzanne asked if we have a list of workshops available on the DE Site, including the library workshops and workshops for transferring. Eric agreed that for DE students, there should be equivalent services. Eric is looking into it.

Future meeting dates:

Next Meeting is scheduled for November 20th from 11:00 a.m. - 12:30 p.m.

Appreciation:

Eric thanked the committee, and the committee expressed appreciation.

Linda Alexander,
Faculty Co-Chair

Respectfully submitted,
Ana Figueroa

Nancy Brambila,
Academic Senate
Representative

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