

**Distance Education Committee Minutes**

**Present: Suzanne Floyd, Linda Alexander, Nancy Brambila, Eric Ichon, Ana Figueroa, Ken Taira, Arnita Porter**

**Date:** November 20, 2017  
**Time:** 11:00 – 12:30 pm  
**Location:** GC 210K

Linda Alexander,  
Faculty Co-Chair

Nancy Brambila,  
Academic Senate  
Representative

Suzanne Floyd,  
Academic Senate  
Representative

Ana Figueroa  
Academic Senate  
Representative

Eric Ichon,  
Administrative  
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Dr. Arnita Porter,  
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Ken Taira,  
AFT Representative

Alice Taylor,  
AFT Representative

Clyde Titus,  
AFT Representative

**Agenda items:**

- Review, revision and approval of October 23, 2017 minutes – Tabled for next meeting.
- Nominations for Committee Co-Chair – Suzanne noted we have a quorum. Nancy was elected unanimously. Eric thanked Linda for her service.
- Canvas and Online Pedagogy Training towards salary column advancement – Alice Taylor will write to Olga again. Eric has a copy of Southwestern College’s policy which includes a provision for a training stipend.
- Revision of Canvas Motion for the Academic Senate – Linda Alexander
  - Whereas recent changes in Department of Education policies regarding retention and evidence of student work in online and hybrid classes requires WLAC to maintain three years of complete archived course data.
  - Whereas it is anticipated that Etudes will delete all student data, faculty materials and course sites and on July 1, 2019.
  - Whereas in the event of an audit, the absence of sufficient records that include evidence of student work and instructor-student interaction, WLAC could potentially be ordered to forfeit already-received financial aid funds (which could total tens of millions of dollars) for the year(s) lacking archived data.

- To ensure that present data and data going forward cover the requisite three-year span, the Distance Education Committee recommends that faculty complete migration to Canvas to meet the requirement faculty be required to conduct online and hybrid classes exclusively in Canvas starting Winter 2018.

Linda reported that the motion was tabled at the Senate. People were surprised at the change in time for the shift. Someone reported that DE Staff said that they were not setting up Etudes shells for spring 2018. A few reported that they or colleagues were still using Etudes.

Eric noted that he has instructed his staff not to create new Etudes shells for online or hybrid classes. He reminded Committee members that LASC failed a US Dept. of Education audit because they did not have the documentation of regular, effective, instructor initiated contact. LASC may have to return up to 2 million dollars in financial aid funds that were received by students for those classes. Our Financial Aid Director expects WLAC to be audited. This is new, the US Dept. of Education did not publicize the shift from the 1-year data retention requirement to 3 years. We do have funding for 4 more Canvas Certification workshops, by Jim Marteney, in addition to what @ONE and Etudes offer. Currently, training is being offered on Fridays from 10 -1, and addition training will be scheduled for January. The format is usually three meetings in three consecutive weeks.

Nancy hasn't migrated top Canvas yet because she's not teaching, but is aware that she can migrate even when they are not teaching. She also confirmed that Counseling will be hiring a full-time online counselor.

Eric noted that we could still have a one-year gap to meet the data retention requirements, so Ken suggests it would be good if instructors could archive their records. Eric is trying to get Etudes to extend its cutoff date for another year. Suzanne is working on a website showing how to archive materials and records. We do keep grade records. We don't need to document interaction in face-to-face classes. Online, this is all feedback, including announcements and discussions.

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We don't need to be strict with web-enhanced classes which is why we can use Etudes through next June for web-enhanced classes.

Arnita pointed out that faculty need to be warned that they need to get their stuff out of Etudes soon.

The next Senate meeting is Nov. 28. Eric will circulate the draft minutes right after this meeting so that we can continue to work on the motion. Nancy has to get released from the counseling office to go to the meeting. She can probably block that time off for the foreseeable future.

- West's Guided Pathways Self-Assessment Tool is due in a week. Suzanne did a great job. Eric will add some details and send it out to Committee members again.
- FLOW is the new Flexible Learning Options for Workers State initiative which will be an entirely online college offering totally online programs.

Eric thinks the OEI was Governor Brown's pet idea, and that's why we have it. WLAC is heavily involved. Maybe the Governor isn't happy with the Online Education Initiative's progress. He asked the Chancellor to create a fully online college. It may complete with the other community colleges, although purportedly it will not. Suzanne sees competency-based online education as a good thing. It will focus on providing training for specific jobs.

Eric mentioned that it is difficult to offer competency based education, especially online, due to federal financial aid requirements. Due to a recent federal audit, the US Dept. Of Education is seeking reimbursement of \$713 million in financial aid funds by the Western Governors University. West's Academic Senate President has suggested ways it could work other than the creation of a separate college:

1. one campus takes the lead
2. a consortium does it.
3. Arnita has a PowerPoint from the ASCCC plenum that she can share. The ASCCC opposes FLOW.

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4. Although feedback is due today it was only sent it out by our Academic Senate President on Nov.17<sup>th</sup>.
  5. The OEI Executive Director is member of the FLOW Advisory Committee.
  6. Nancy notes that competency-based education is often only useful for people who already have the skills and just need the degree.
- Open educational resources (OER) FIG Update– Linda Alexander announced that the next meeting will be on December 4th via CCCConfer. Cyrus is the FIG co-lead. It's picking up steam. Zero Textbook Cost (ZTC) Program means a symbol will be published in the Schedule of Classes to indicate which classes do not require purchase of textbooks. It's not clear what process is to be used in to publish this information. Our winter online schedule includes the cost of the textbook, but Suzanne reports having trouble getting her courses listed at ZTC.
  - Linda reported the process is to go through one's Chair.
  - Linda and Anthony went to the Cerritos OER Conference. It's not as hard to find OER as it used to be. Google turns them up. Cerritos uses Lumen, which has a cost. Suzanne thinks some of it is free.

Linda brought up concern regarding articulation and CORs. The language in the COR specifies which books are "recommended," but it pays to be careful with CORs in order to protect students.

Alice noted that you don't have to find a textbook that covers everything in the COR—you can supplement it with lectures, other materials, etc.

Arnita mentioned Larry Green at Lake Tahoe CC, who has a grant to equitize statistics and make his material freely available.

Nancy noted that sometime students have to decide if they are going to use their financial aid for groceries or to buy textbooks.

The use of OER is important to maintain our enrollment. Linda took it to the AFT adjuncts who are at particular risk as they can lose their classes if those sections don't fill. For example, students may opt to enroll at Cerritos to eliminate the cost of textbooks. Olga and Nilhson, from the Bookstore, are on-board.

We have to be student-centered, providing what they need. The College Promise is part of that and we may need to defend this in the current national political climate.

New Business: Arnita spoke about West becoming an exemplary college regarding equity. Suzanne is teaching English 101 in Canvas this Winter and has signed up for the OEI course review process. Arnita wants to work to make it an equity model course, showcasing culturally responsive teaching and learning.

Nancy is teaching Counseling 20 in the hybrid format and can work with Arnita as well.

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