

Distance Education Committee DRAFT Minutes

Ana Figueroa, Faculty
Co-Chair

Date: December 4, 2018
Time: 9:30 – 10:59 am
Location: GC 210K

Angeles Abraham,
Academic Senate
Representative

Members present: Ana Figueroa (co-chair), Angeles Abraham, Linda Alexander, Nancy Brambilla, Iric Ichon (co-chair), Ken Taira, Sandra Ruiz.
Guest: Andrew Chaifetz of Notebowl

Linda Alexander,
AFT Representative

November 9, 2018 minutes approved with minor corrections

Nancy Brambila,
Academic Senate
Representative

Notebowl

A. Chaifetz demonstrated the Notebowl product, which OEI is sponsoring for use starting Winter 2019. He explained that Notebowl fills communications gaps, mimicking the feel of both social media and face-to-face classes. Its Learning Tools Interoperability (LTI) means that it integrates with Canvas. It can replace Announcements, Discussions, and other assignments. It connects with Gradebook and can pick up Canvas’ groups.

Suzanne Floyd,
Academic Senate
Representative

“Bulletin” improves on Announcements by allowing students to post their own announcements. They can respond to any announcements, anonymously if they like (though the instructor can see who is posting, and delete posts if necessary). It supports attachments, sound recordings (both posting existing ones and making new ones), and conferences in Google Hangouts, YouTube, and Zoom. Announcements can be scheduled to be posted later. They appear in chronological order, with the most recent first, and replies grouped under individual announcements.

Eric Ichon,
Administrative
Co-Chair

Dr. Arnita Porter,
Academic Senate
Representative

In Assignments, there is the option to use Notebowl, with all the features in Bulletin, plus support for grading. There is the option to indicate how many posts and replies are required (or recommended), with word counts for each. A spreadsheet-like Dashboard shows student participation and allows instructors to click to review student posts, presented along with any replies; to comment to individual students; and to assign grades individually as well as in batches based on participation levels. Grades go to Canvas’ Gradebook automatically.

Ken Taira,
AFT Representative

Alice Taylor,
AFT Representative

Notebowl does not have a built-in peer grading option. Workarounds might include attaching documents.

Sandra Ruiz,
AFT Representative

A. Chaifetz will send E. Ichon some videos on Notebowl, and he will post them. E. Ichon and the DE staff will incorporate Notebowl into Canvas shells for the upcoming terms.

Online and “blended” enrollment

E. Ichon noted that the Dean of Institutional Effectiveness, Patricia Quinones, has provided data which he will email so that the committee can discuss them at its next meeting.

Ana Figueroa, Faculty
Co-Chair

District Distance Online Teaching Requirements

E. Ichon reported that the Academic Senate approved the Committee’s recommendation that online instructors be required to have taken a class on online pedagogy, and forwarded it to the College President, but that he hasn’t responded. Since West is one of three LACCD colleges that does not currently require this training, but the Collective Bargaining Agreement says that any instructor qualified to teach online anywhere in the District may teach online at any college, the District Distance Education Committee is concerned. He hopes to bring the issue to the District Technology Planning and Policy Committee, and hopes that the AFT and Academic Senate will be in accord on what is decided.

Angeles Abraham,
Academic Senate
Representative

Linda Alexander,
AFT Representative

Nancy Brambila,
Academic Senate
Representative

E. Ichon noted that West has no representative to the District Technology Planning and Policy Committee, which makes important recommendations on many issues. Members with ideas on who might be effective representatives should pass names on to Holly Bailey-Hoffman.

Suzanne Floyd,
Academic Senate
Representative

Online Instructors’ Handbook

The Committee went over the draft sections that have been posted in our Canvas site. E. Ichon noted that the site works well as a means of passing files back and forth. As he reviews each, he will combine them into a single file called OIH 2019. We hope to have it finished for Senate approval in Spring 2019.

Eric Ichon,
Administrative
Co-Chair

Once it is complete and has been copy edited and proofread, Cyrus Helf will generate short URLs to replace the long ones.

Dr. Arnita Porter,
Academic Senate
Representative

DE Addenda Update

The committee has already agreed that a single addendum is sufficient, and that outcomes can be grouped rather than identifying methods for one. We should complete our work on this at our next meeting, so that the Curriculum Committee can take it up.

Ken Taira,
AFT Representative

Guided Pathways Steering Committee Update

A. Abraham reported that there is robust interest in the work to be done, with more than 30 people attending one recent meeting. The plan is to seek out the student voice as we consider how to design the pathways. In addition to meetings, anonymous feedback will be sought online. One of the key ideas is to make community college through university pathway easy to follow, and to bring services to the students, rather than sending them around campus to seek out what they need.

Alice Taylor,
AFT Representative

Sandra Ruiz,
AFT Representative

Title 5 Revisions

E. Ichon has created a document stressing the key changes, and will circulate it before our next meeting.

Adjourned to Feb. 19, 2019

Ana Figueroa, Faculty
Co-Chair

Angeles Abraham,
Academic Senate
Representative

Linda Alexander,
AFT Representative

Nancy Brambila,
Academic Senate
Representative

Suzanne Floyd,
Academic Senate
Representative

Eric Ichon,
Administrative
Co-Chair

Dr. Arnita Porter,
Academic Senate
Representative

Ken Taira,
AFT Representative

Alice Taylor,
AFT Representative

Sandra Ruiz,
AFT Representative