



Meeting Minutes

DISTANCE EDUCATION COMMITTEE

A Committee of the Academic Senate at West Los Angeles College

MINUTES

September 16, 2020 | 1:00 p.m. - 2:29 p.m. | Zoom

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Present: Eric Ichon, Ana Figueroa (co-chairing) Linda Alexander, Nancy Brambila, Ryan Edwards, DeAnna Gossett, Sandra Ruiz, Alice Taylor
Absent: Jan Vanderpool
Guests: Ken Taira, Grace Chee

Meeting called to order at 2:04p.m.

1. Minutes

The meeting minutes from May 19, 2020 were reviewed and approved.

2. DE Team

DeAnna Gossett & Ana Figueroa are the new additions to the DE Team as Distance Learning Support Specialists. They are joining Eric Ichon, Dean of Distance Learning, Instructional Technology and Library Services, Cyrus Helf, Multimedia Specialist, Hadi Dabbagh, Online Technical Support Specialist, and Ashlee Jerro, Program Assistant. We made a video introducing the DE Team and the available resources for Flex Day. The link is here:

<https://www.youtube.com/watch?v=vCrP2q5G8xY&list=PL2r8MwiEK5f6UXWdpLsP7iIn3KNOWtgRd&index=4&t=0s>

Grace Chee, Sandra Ruiz, and Eric Ichon expressed their appreciation of DeAnna Gossett & Ana Figueroa being added to the DE Team.

3. Minute Taking

There was a discussion about minute taking. We need a regular minute taker. Ryan Edwards suggested to use Zoom chats as a source for minute taking. Eric suggested we move the meeting time to 3:00 pm so that Alice could continue taking notes. Another option would be to rotate among Committee members, each taking a turn.

4. Meeting Dates

Our meeting schedule may need to be modified in the future. We are currently moving the meetings to the 3rd Wednesday of the month from 3:00 pm to 4:30 pm. DeAnna will move her Faculty Office Hours to 4:30 to 6:30 to accommodate this change. Our next two meetings will be October 21 and November 18. We will revisit this topic to establish the December meeting

date. Nancy requested an email from Dean Ichon regarding her schedule so that her Dean can block her time.

5. Meeting Recording

There was a discussion about whether we should record our meetings. There were some concerns with people being able to express themselves fully if the sessions were being recorded and whether there will be a “chilling effect” that will effectively censor people.

6. Various LTIs

Ana Figueroa expressed that there is a sharp learning curve for Faculty with all the new LTIs. Ally was added to Canvas right before the semester began. Ally helps to identify accessibility issues and prompts possible suggestions for remediation. Turnitin returns as a plagiarism checker and integrates with SpeedGrader. GoReact will be coming online shortly and allows students to record videos for assignment submission. We also have Canvas Studio which allows instructors to record videos and add quizzes to the videos. Students can also turn in video assignments. Ken asked is there a limitation on video storage in Canvas. We will have to research this.

7. LTI/Software Integration

Ryan Edwards asked about Gale eBooks and databases that will be integrated in Canvas. The DE Team is not allowed to integrate any LTIs or software in Canvas without District approval. Eric explains that all requests must now go through the District. The instructor must ask the LTI/Software provider for their VPAT. VPATs that meet 2.1 standards will likely be approved to be integrated by the District. If the VPAT meets some accessibility standards but not all standards, faculty will have to complete a form indicating how they will address the accessibility deficiencies. Equally Effective Alternative Access Plan (EEAAP) is the process/form that needs to be completed by faculty if the VPAT is not automatically approved. Ken inquired about the status of his VPAT requests. Eric requested a follow-up email so he can follow up.

Ana Figueroa highlighted that there have been some issues with integration of the Vistas Supersite into Canvas after the approval within the Language Arts Division. Eric Ichon stated that there have been some problems with integration and the DE Team is trying to work with VHL on this.

8. Status of Remote Learning

To be DE Certified, instructors must take the ITC and IOTL class. These are not the same requirements for instructors who are teaching remote. There are currently no requirements for instructors who are teaching classes remotely. The requirements for teaching online come from the Union/College and not the State. Classes will be coded Online or Remote and this determines the level of certification an instructor will need. There is a distinction for the school and the administration for online and remote classes but both classes appear as online classes to students. Eric made a plea to encourage faculty to take ITC and IOTL classes because they are free and will help faculty in the future.

Linda Alexander inquired as to whether or not there are instructors who are not interested in teaching or becoming certified to teach online. Eric Ichon mentioned that training will be developed for faculty who want to be better at teaching remotely, but don't want to be certified to teach online.

9. POCR Noticed Motion

The POCR noticed motion was discussed and the wording of the draft revised for clarity. The revised motion was unanimously approved.

The California Virtual Campus - Online Education Initiative (CVC – OEI) is a collaborative effort among California Community Colleges (CCC) to ensure that significantly more students are able to complete their educational goals by increasing both access to CCC Chancellor's Office.

The CVC – OEI uses the Peer Online Course Review (POCR) process to evaluate courses to be eligible for the CVC – OEI Course Exchange. The CVC – OEI developed a campus-based POCR program to review and align courses at the campus level to become eligible for a "Quality Reviewed" badge and the CVC – OEI Exchange.^[1]

West's Academic Senate supported the adoption of the CVC – OEI Course Design Rubric for all online and hybrid classes Spring 2019.

Whereas, Online courses reviewed using the POCR process and offered through the CVC – OEI Course Exchange have a success rate 4.9 percentage points above the statewide average;^[2]

Whereas, Academic Senate for California Community Colleges Resolution 9.03 F18 encourages local academic senates to explore the development of local peer online course review; and

Whereas, The CVC – OEI has indicated in its 5-Year Roadmap that local peer online course review is planned as an activity intended to increase course and degree completion;

Resolved, that the Academic Senate for West Los Angeles College adopt the development of local peer online course review; and

Resolved, That the Academic Senate for West Los Angeles College work with their college to develop a plan to identify resources so that faculty who wish to participate in local peer online course review may do so.

[1] <https://onlinenetworkofeducators.org/course-design-academy/pocr-resources/>

[2] <http://ccconlineed.org/about-the-oei/governance/consortium-expansion/>

10. DE Liaison & DE Addenda

We need a DE Liaison, and we will table this topic for our next meeting. DeAnna Gossett clarified that the DE Liaison is not responsible for the DE Addenda for the Curriculum Committee. There is some confusion regarding whether or not the DE Liaison is a voting member, a resource, or a full participant of the Curriculum Committee. DeAnna Gossett will contact Beraki Woldehaimanot for more information.

11. Goals and Priorities for Fall 2020

Nothing new came up.

Meeting adjourned at 2:29 pm

VISION: WEST: A gateway to success for every student.

MISSION: West Los Angeles College provides a transformative educational experience. West fosters a diverse learning community dedicated to student success. Through quality instruction and supportive services, the College develops leaders who encourage excellence in others. A West education enriches students with the knowledge and skills needed to earn certificates and undergraduate degrees, to transfer, to build careers, and to pursue life-long learning.

CHAIR

Eric Ichon,
Administrative
Co-Chair
Ana Figueroa,
Faculty Co-Chair

MEMBERS

Linda Alexander,
AFT Representative
Nancy Brambila,
Academic Senate Representative
Ryan Edwards, Academic Senate
Representative
DeAnna Gossett,
Academic Senate Representative
Eric Ichon,
Administrative
Co-Chair
Sandra Ruiz,
AFT Representative
Alice Taylor,
AFT Representative
Jan Vanderpool
AFT Representative

MEETING DATES

9/16/20 from 1:00pm - 2:30pm
10/21/20 from 3:00pm - 4:30pm
11/18/20 from 3:00pm - 4:30pm

