

Distance Education Committee DRAFT Minutes

Linda Alexander,
Faculty Co-Chair

Date: September 19, 2017
Time: 11:07 – 12:57 pm
Location: GC 210K

Nancy Brambila,
Academic Senate
Representative

Members present: Linda Alexander, Eric Ichon (co-chairs); Suzanne Floyd, Clyde Titus, Alice Taylor (CCCConfer); Arnita Porter

Suzanne Floyd,
Academic Senate
Representative

It was noted that our newest member, Ana Figeroa (Spanish, in the Language Arts Division) has a schedule conflict at this time, and that Ken Taira is now the DE Coordinator for Glendale College, so is extra busy.

Eric Ichon,
Administrative
Co-Chair

Minutes of April 17, 2017:

Linda and Eric offered corrections and the minutes were improved. Suzanne asked where they can be found, and Eric directed her to the DE website. She suggested a Canvas shell for the committee to share ideas between meetings and Eric offered to set one up. The minutes were approved unanimously.

Dr. Arnita Porter,
Academic Senate
Representative

Canvas and Online Pedagogy Training towards salary column advancement:

Eric reported that Ken thought this was appropriate for DEC discussion, as a Senate matter. The committee had questions about how column advancement works and who is involved in decisions about it. Alice thought it was a contract matter. Eric reported that at least one other CA community college offers instructors a choice of a stipend or column advancement upon completion of LMS or pedagogy training. Linda recalled that sometimes instructors are not allowed to take courses of their choice for advancement, but she was not sure who makes that decision. As AFT rep on the committee, Alice offered to write West's AFT president, Olga Shewfelt, for clarification and guidance.

Ken Taira,
AFT Representative

Alice Taylor,
AFT Representative

Clyde Titus,
AFT Representative

Online Teaching Requirements Noticed Motion Status:

Eric asked whether the Noticed Motion of April 17 had gone to the Senate. Linda offered to check Senate minutes and to see that it goes on the Senate agenda.

Open educational resources (OER) FIG Update:

Linda reported that several math professors attended her workshop on OER during Flex week.

Alice reported that an OER economics textbook has been developed, used and evaluated at University College, London, and is being revised to be more relevant for American students. <http://www.core-econ.org/about-our-ebook/>

Linda Alexander,
Faculty Co-Chair

Arnita reported that recently Larry Green has addressed some equity issues in his Lake Tahoe statistics class by writing code that randomly adjust the gender of people in examples, and also randomly gives them names most common among Caucasian, African-American, Hispanic and Asian Americans. He is also using NameCoach, which helps him refer to students better by asking them how to pronounce their names and what pronouns they prefer be used in reference to themselves.

Nancy Brambila,
Academic Senate
Representative

She hopes to add a humanities course from West. Alice noted that her Hum. 30 does not require a textbook, and Eric asked her to start the OEI course review process for it.

Suzanne Floyd,
Academic Senate
Representative

Suzanne noted that her English 101 does not require a textbook and asked to work with Arnita on it.

Eric Ichon,
Administrative
Co-Chair

Eric reported that a new state law requires that we provide information on textbook costs for each section. Linda was concerned that institutions articulating with West might object to sections that did not use the representative textbooks listed in the Course Outline of Record.

Dr. Arnita Porter,
Academic Senate
Representative

Rubric Update:

Eric reported that since the OEI Rubric is robust, and funds are tight, West is no longer subscribing to Quality Matters. Now that any course that fulfills any GE requirement and has a common ID number (C-ID) can be part of the Exchange, having access to both quality control systems is redundant.

Ken Taira,
AFT Representative

Alice Taylor,
AFT Representative

DE Addendums:

Linda and Ken had prepared a DE Addendum form and taken it to the Curriculum Committee, which required time for consultation with colleagues before proceeding on it. Eric wondered if we might want to pull back this form for further discussion.

Clyde Titus,
AFT Representative

He reminded the committee of the background: the ACCJC had objected to a cut-and-paste boilerplate approach to stating how course objectives were to be met, but Linda noted that it can be onerous to state a unique strategy for each and every objective for a course with 15 objectives, like some in communications studies. She reported that discussion at Curriculum Committee had helped clarify the need to help faculty understand just what is required.

She has made a flowchart to help faculty understand the steps in the process. She will be going through the process herself this semester, which should help her spot any issues.

Title 5 requirements:

Eric pointed out the list of requirements for DE courses on page 53 of the Program and Course Approval Handbook at http://extranet.cccco.edu/Portals/1/AA/Credit/2017/PCAH_6thEdition_July_FINAL.pdf

He noted some confusion in vocabulary. Our hybrid courses are online; our web-enhanced courses are not. The key is whether seat time is replaced by any work online. At other colleges, “blended” refers to what we call hybrid or what we call web-enhanced.

He is concerned about the requirement for regular, effective, instructor initiated contact between instructors and students, which was one of the things that LASC did not pass in a US Dept. of Education audit. Since Financial Aid Director Glenn Schenk thinks West may soon face such an audit, Eric is concerned about a few courses in which instructors rely heavily on publisher content on publisher platforms. It’s fine to use publisher content, but the student work has to be accessible for an audit, going back three years, and the instructor—not solely the publisher’s program—must provide students feedback.

The fact that the DoE required three years of student work is also a problem. LACCD Board Rules require we maintain student work for one year, and that is what Etudes does; it archives the course content for another two years. Eric has arranged for Etudes to keep our student work back to July 2015. Earlier work had been purged. Thus, by summer 2018, we will have the three years of student work that the DoE required at LASC. Etudes Executive Director Vivie Sinou, has been very helpful, but the costs of keeping the data may be an issue by 2021, when our last Etudes semester (Spring 2018) will be three years old. Vice President for Administrative Services Iris Ingram and President James Limbaugh have been helpful in identifying funds to meet these needs.

Suzanne offered to prepare instructions on how instructors can preserve student work, and Eric will warn instructors who plan to use Etudes in the spring that they will need to do so.

Canvas currently preserves student work indefinitely. It will be important to watch out for any changes in this policy.

The DoE was also concerned that only instructors track student attendance — evidently, the auditors expected administration to be involved as well.

OEI Update:

Note the discussion of Equity above, under OER.

Eric reported that the OEI is moving well, considering how complex it is. He recommended the newsletter at cccconlined.org for updates, especially the chart of the online ecosystem.

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Use of NetTutor is growing.

Vericite has replaced Turnitin.

Use of our online proctoring tool, Proctorio, is growing and will be especially helpful for math classes.

Smarter Measure is being used.

Ally is getting rave reviews. It not only identifies accessibility issues, but fixes them. It has been bought by Blackboard, which is concerning. We will probably have to pay for Ally.

Canvas is still free to colleges.

Online Instructor Absence/Sub:

Eric reported that an instructor was no-show this fall, and that a day-to-day sub took over until the instructor resurfaced. Olga asked the committee to consider if/when a sub can be placed in an online class. (This is rare—it has only happened once before.)

The committee identified issues:

- Intellectual property. Eric cannot create a new class for the enrolled students, so the sub works with whatever the instructor has set up.
- Student rights. This situation is confusing for students.
- Role of Chairs and Deans in placing a sub.

We will continue discussing this.

Non LACCD Access to Canvas:

If an instructor wants to invite someone with either LACCD status or Canvas membership, it's no problem, but what about, e.g., a guest lecturer?

Suzanne suggested establishing 10 generic accounts that such individuals could just slide into as needed. Eric will look into that.

Future meeting dates:

Tuesdays, 10/17 and 11/21 from 12-1:30 were selected.

Appreciation:

Eric thanked the committee, and the committee expressed appreciation for his hard work in many, many areas.

Respectfully submitted,
Alice Taylor