



DISTANCE EDUCATION COMMITTEE MEETING MINUTES

Present: Jessica Kuang (Chair), Art Sandford (Co-Chair), Hank Bouma, Ashley Chelonis, Ishita Edwards, Jerry Lulejian, Cecilia Milan, Shannon Newby, Scott Wolf

Absent: Alan Ainsworth, Ron McClurkin, Mati Sanchez

Guests: None

Meeting Date: **11/3/2016** Approval of Minutes from: **10/6/2016** Recorded By: **Krista Mendelsohn**

AN = Action Needed AT = Action Taken D = Discussion I = Information Only

	ACTION		
I.	Call to Order & Welcome	I, AT	A. Sandford called the meeting to order at 2:05 p.m. and declared a quorum present. The following proxies were announced: Cecilia Milan for Mati Sanchez.
II.	Adoption of Agenda	I, AT	Additions/Changes to the Agenda: none. I. Edwards moved to accept the agenda as presented, H. Bouma seconded, and the motion carried unanimously.
III.	Approval of Minutes	I, AT	Corrections to the Oct. 6, 2016 Minutes: J. Kuang was absent. H. Bouma moved to accept the Oct. 6, 2016 minutes as amended, I. Edwards seconded, and the motion carried unanimously.
IV.	Distance Learning Course Presenter	I, D	S. Wolf shared his online course, MUS R103A – Music Appreciation I: Listening and Understanding. The syllabus page is his home page. This allows students to scroll down through the syllabus list to see what is coming up. Scott has a link on his home page to a discussion board about concerts students attend. He would like to change the announcement at the top weekly. Each module corresponds with a different chapter of the book. Some of the lecture pages have video of the lecture with text below, most made via Camtasia. The videos are on YouTube, and speech to text captioning was also done via YouTube. Listening assignments via the publisher sites are tied to a specific lecture. Non-

			<p>clickable headers are used to set sections/modules apart. Scott showed a sample of one of his lecture videos. Scott showed how he uses the Grades page. The gear icon has a beta option to “Grade by question.” Instructors can also grade by submission status, which sorts the students by whether they submitted the assignment. Extra credit can be done through weighted assignments, but the score needs to be removed if less than 100 or else it counts against the student’s grade. In the gear box on the Grades page, select “Treat Ungraded as 0” to show the student’s actual grade thus far in the course.</p>
V.	Distance Learning Appendices Approval	I, D, AT	<p>BIOL R101 – General Biology</p> <p>Changes Needed: none.</p> <p>BIOL R101H – Honors: General Biology</p> <p>Changes Needed: none.</p> <p>CNIT R151 – Cloud Computing and Services</p> <p>Changes Needed: Click synchronous boxes under Information Transfer, or remove synchronous from Methods.</p> <p>ECON R100 – Introduction to Economics and Contemporary Economic Issues</p> <p>Changes Needed: Remove final sentence on assessments.</p> <p>ENGL R101 – College Composition</p> <p>Changes Needed: Replace “measures” with “methods” or “means”.</p> <p>ENGL R101H – Honors: College Composition</p> <p>Changes Needed: Replace “measures” with “methods” or “means”.</p> <p>ENGL R102 – Critical Thinking through Composition and Literature</p> <p>Changes Needed: Replace “measures” with “methods” or “means”.</p> <p>ENGL R102H – Honors: Critical Thinking through Composition and Literature</p> <p>Changes Needed: Replace “measures” with</p>

			<p>“methods” or “means”.</p> <p>GEOL R130 – Environmental Geology</p> <p>Changes Needed: Replace “measures” with “methods” or “means”.</p> <p>HED R110 – Introduction to Kinesiology</p> <p>Changes Needed: none.</p> <p>HIST/POLS R125 – U.S. Foreign Policy & Covert Action</p> <p>Changes Needed: none.</p> <p>HIST/POLS R125H – Honors: U.S. Foreign Policy & Covert Action</p> <p>Changes Needed: none.</p> <p>PSY R101H – Honors: General Psychology</p> <p>Changes Needed: none.</p> <p>SOC R101H – Honors: Introduction to Sociology</p> <p>Changes Needed: change CMS to LMS.</p> <p>H. Bouma moved to approve the appendices, S. Newby seconded, and the motion carried unanimously.</p>
VI.	Distance Learning Appendix Consent Agenda	I, AT	<p>ENGL R095 – College Reading Across the Curriculum</p> <p>PSY R101 – General Psychology</p> <p>SOC R101 – Introduction to Sociology</p> <p>A. Chelonis moved to approve the appendices, S. Newby seconded, and the motion carried unanimously.</p>
VII.	Faculty Distance Education Endorsement (Canvas)	I, D, AT	<p>The following employees have received training in updated best practices in online education and course design in Canvas:</p> <p>Hank Bouma – Computer Applications/Office Tech</p> <p>Kindah Brennan – Art</p> <p>Milena Hurtado – Spanish</p> <p>Josh Lieser – History</p> <p>Julius Munyantwali – Counseling</p> <p>Thomas O’Neil – Geology/Oceanography</p>

			<p>Lilia Ruvalcaba – Math</p> <p>H. Bouma moved to endorse the listed faculty for Distance Education instruction in Canvas, I. Edwards seconded, and the motion carried unanimously.</p>
	INFORMATION/DISCUSSION		
VIII.	Proctorio Online Demonstration by Proctorio Representative	I, D	<p>Tommy Richardson gave an online presentation on Proctorio, an online proctoring service. Proctorio was chosen for the 24 OEI pilot colleges. Proctorio is designed to be fully integrated with Canvas. Proctoring options include Record Video, Record Audio, Record Screen, Record Web Traffic, and Record Room. Lock Down options are Force Full Screen, Only One Screen, Disable New Tabs, Close Open Tabs, Disable Printing, Disable Clipboard, Clear Cache, Disable Right Click, and Force Completion. Verification options include Verify Video, Verify Audio, and Verify Identity. Multiple proctoring accounts can be created.</p> <p>For each exam in which the instructor uses Proctorio, “(Remote Proctoring)” displays for transparency to the student. Tommy ran through a sample quiz to show all of the options and features.</p> <p>After the exam, a Proctorio Gradebook is provided to the instructor using smart technology, and sorted according to suspicion level. Selecting the Custom tile allows the instructor to weigh levels of suspicion based on different factors. The settings can be changed as your default settings. Instructors can look at suspicious frames of the video without needing to watch the entire video. Clickable URLs are provided for the webpages that students access during the exam. A Proctorio Exam Results summary pdf can be generated per student. Computer performance can also be viewed.</p> <p>Any of the features can be disabled by the institution, such as saving IP addresses. Non-OEI pilot colleges receive negotiated pricing: \$10.20 per student per year for unlimited services. Data is actively stored for 6 months, and indefinite cold storage (in a bank vault on a hard drive in the Proctorio office).</p> <p>Committee members discussed the pros and cons</p>

			of the service. Legal issues arise if a student is under 18 years old. CCCs cannot charge students for taking exams via DE. The goal is to have all CCCs using the same products, but many are still being tested and it is not clear what we will end up with. Another concern raised was the issue of recording people in the background who have not given permission. Committee members were not comfortable with webcams, and gathering location data. Simply restricting the opening and closing web pages would solve many problems. Ashley will ask during the next ITAC meeting whether the OEI is using a restricted version of Proctorio. A suggestion was presented that students download proctoring software.
IX.	SharePoint vs. Google Share to store DE documents	I, D	We will continue to save and share documents via SharePoint.
X.	Success Rates	I, D	<p>A. Tracking Success Rates by Method of Delivery: Hybrid vs. Online</p> <p>Lisa Hopper and Janet Dawald created a Tableau link to display student success and completion data depending on Mode of Instruction: Distance Education, Face to Face, or All, and can be disaggregated by gender and ethnicity, and by discipline. The accreditation team is requiring us to disaggregate further into hybrid vs. online. *Krista will send the Tableau link to the committee.</p> <p>B. Success and Retention Rates of Courses Delivered via DE vs. Non-DE Methods</p> <p>Rick Post presented data to the Board of Trustees in October. Our goal is to narrow the gap between student success in Non-DE and DE courses. OC has a larger percentage of DE courses compared to VC and MC.</p>
XI.	Distance Education Handbook	I, D, AN	A. Sandford updated the draft of the DE Handbook. The document needs a preface, which Art will draft. *Krista will add it to the December agenda as a First Reading Action item.
XII.	Distance Education Plan	I, D, AN	Dr. Azari is pulling together a Steering Committee, on which Distance Education will have a place at the table. The DEC representative can bring our DE Plan ideas.
XIII.	Canvas Updates	I, D	See Item XVI. ITAC Report.

XIV.	Distance Education Committee Webpage	I, AN	*A. Chelonis and K. Mendelsohn will continue to update the webpages.
XV.	Distance Learning Appendix form	I, AN	*A. Chelonis and K. Mendelsohn will continue to update the DL Appendix.
XVI.	Instructional Technology Advisory Committee (ITAC) Report	I	<p>Money saved by Lynda.com rolled into 24/7 phone support for Canvas. Faculty can call in a work ticket, and then Ashley can go online to escalate it if the issue does not get resolved. Ashley will resend Canvas's training videos to faculty already trained in Canvas to provide more support.</p> <p>Canvas Community is the site to find best practices, reports, sharing, as well as our CCC group. VCCCD is pushing for our own district group. Faculty members are inputting requests that must be voted on in order to receive attention by Canvas. Faculty members can follow each other to see when new work requests are added.</p> <p>One feature hopefully coming soon is to message the student from within the course.</p> <p>OEI Readiness links are tutorial classes for students to get them ready for an online class. *Ashley will follow up to invite Sharon Oxford, Instructional Technologist at VC, to share whether the links are useful.</p>
XVII.	DE Summit Report	I	The DE Summit will be at OC on Feb. 24. The next planning meeting is coming up, and Art, Scott and Ashley will attend. Other faculty members are welcome to attend.
XVIII.	New Business	I	None
XIX.	Next Meeting	I	The next meeting will be on December 1, 2016 at 2:00 pm in the LS Conference Room.
XX.	Adjournment	AT	J. Kuang adjourned the meeting at 4:01 pm.