

**Districtwide Distance Education Steering Committee (DDESC)**

**Meeting Notes**

**Monday, September 10, 2018**

**12:00 – 1:30 p.m.**

**Virtual via Zoom**

Attendees: Donna Duchow, Dave Giberson, Aileen Gum, Kats Gustafson, Jeff Higginbotham, Mary Kingsley, Jeff Mills, Paula Miranda, Rechelle Mojica, Katie Palacios, Sandra Pesce, Chis Rodgers, Angela Romero, Trenton Tidwell, and Claudia Tornsaufer

Announcements

Online Faculty Mentors for 2018-2019 were announced; Aileen Gum - City College, Rechelle Mojica - Miramar College, Claudia Tornsaufer - Continuing Education, and Donna Duchow - Mesa College.

Updates

SDCCD will be coming up with a process to check publisher’s websites for 508 compliance which has been a concern for the online community. We have worked with Jeff Higginbotham and Nancy Wichmann of SDCCD bookstore and have come up with a process to screen publisher websites. If an instructor wants to use, say MY MATHLAB, before we install the LTI, we will make sure there is a VPAT on file (Voluntary Product Accessibility Template). Jeff spoke about VPATs. VPATs represents due diligence and identify what compliance the publisher has with its product. The template shows where the gaps are so we can identify what kind of accommodations are necessary. Unfortunately, VPATs are not always current. We have a folder on the shared drive where we can keep all these VPATs; that way we can more clearly identify if there is a more technical issue that needs to be addressed. This process is a starting point where we can track issues with accessibility.

Members were notified that the findings may require that some faculty further investigate their courses. Aileen Gum wanted to know if faculty are going to be advised if VPATs are available for their courses. It has not been decided whether there will be a combined form with the LTI request. Kats will send out an announcement to all faculty when plans are clearer. Paula asked if it was ‘just textbooks’ or any LTIs that are sent out. She was informed that it has to be any LTI because we are building Canvas from scratch. Paula shared that in App Center there are already LTI apps, and questioned whether those are ready? SDOLP will report back after reviewing the apps for readiness. Dave said we have those apps, also faculty may install their own LTI. SDOLP will check to see if we could suppress that ability. At present, LTIs are a work in progress.

Introductions

Former SDOLP employee, Paula Miranda, now works for City College as the Professional Development Coordinator. Also, Kate Palacios is working with Mesa faculty as Instructional Designer. Dave Giberson has been hired by SDOLP as a part-time consultant. SDOLP contract employees Trenton Tidwell and Chris Rodgers are SDOLP Instructional Design Coordinators. SDOLP is hoping to secure a supervisor position for SDOLP in the near future.

2-year Distance Education Plan

Members reviewed the SDOLP Distance Ed Plan. The plan was developed with DDESC member participation. The District’s Distance Education Mission statement is broad as we are striving to regain our place as leaders in DE. The District had lost momentum with the transition to Canvas and the ERP conversion has been challenging. One objective is to increase our district student success rate to that of the state average. Currently, we are not at the average for student success although we have come up from 54% ten years ago. Most activities would be accomplished by SDOLP and the Online Faculty Mentors. There is a push for “SmarterMeasure,” and plans are to have it installed in Canvas. At present, we launched only parts of SmarterMeasure and combined it with our own orientation. In Canvas we will use “Quest for Success” which is included in SmarterMeasure and will replace our student orientation.

We are also look at setting up Canvas sub-accounts down the line, from the department level, and we can set another sublevel for faculty. For example, if you teach 5 online courses, you have access to all 5 courses across the board and you will be able to manage your sections much better because of sub-accounts. Chris explained that you can set up sections within canvas not exactly sub-accounts.

The next steps will be to create an Internal Review Process to evaluate the quality of online courses. SDOLP will be reviewing the use of the OEI rubric. If we are able to join the OEI exchange, then we would already have those courses evaluated through the OEI rubric. SDOLP would like DDESC members help; members could contribute suggestions on how we might go about implementing the review process without disruption. SDOLP does include self-review and the OEI rubric in the Canvas Transition course, and also the Canvas Certification course. Rechelle asked if the review is voluntary for faculty. Kats replied that at present it is totally voluntary for faculty. Rechelle described problems that are uncovered because there has not been designer or peer review of the course before the course begins.

The California Virtual College and the OEI have merged together and they are using the CVC listing of online courses that colleges offer for students to access. On the CVC website they are going to badge courses with ‘This course has been OEI reviewed’. SDOLP will work with Katie to see how implementation and recognition could be accomplished at SDCCD. Katie said @One has a training course POCR. POCR is the Peer Online Course Review process. The OEI POCR hasn’t been released but Katie will be on the lookout for it.

Still reviewing the DE Plan Object 3 - Support Services for Online Learning. The Academic Senate opined that the funds saved from releasing the Blackboard License and implementing Canvas should come back to Distance Learning for faculty development as well as purchasing tools to help distance education.

SDOLP is focusing on raising student success by 2020; hopefully to start closing the gap in success within the district by 2%. Kats will edit the document and send it out to all members for their review. Everybody agreed to respond by email.

Canvas training and update

Canvas training is coming along well. Currently, the SDOLP is offering the Blackboard Certification Program, Canvas Certification Program, and the Canvas Transition Course.

SDOLP Canvas Institute would run throughout the semesters. The SDOLP team has been working on the LMS transition and has not finalized the specifics of the Institute. SDOLP is currently planning trainings with Dave, Trenton, and Chris. Katie is ahead of the game offering training at Mesa. Paula would like to set up a training calendar as well (Paula will use what resources are available) Paula has received feedback that some instructors at City prefer face to face or open-lab.

SDOLP hopes to provide training at each site. SDOLP plans to coordinate with Paula to see how she wants to arrange trainings. John Mercurio has agreed to present Canvas to the City DE meeting members to show the basic features of Canvas. Andre Andersen has dropped out of the Canvas Pilot, but is still with SDOLP at 4hrs/week. Andre is familiar with Canvas. It may be possible for Andre to provide some trainings at City.

SDOLP staff will provide hands-on workshops. Workshops have not been planned as SDOLP is concentrating on support of the Canvas Pilot and both the Blackboard and Canvas certification program.

Rechelle asked if faculty could meet face-to-face to migrate their courses from BB to Canvas hands-on. SDOLP is advocating for a procedure to download course content and upload content into Canvas, rather than migrate directly to Canvas because it does not cross over well. Chris shared that not all content can be migrated over. Some content such as discussion boards, tests, key files, can be migrated. Chris suggests building some portions of the courses from scratch. Paula asked for a migration guide.

Angela asked how long Blackboard would be available. The District will keep Blackboard active archive until January 31 to submit grades, then it will go into archive mode where you will have access to calls. After 2 years we will do a master-archive which will only be accessible if we pay to access course content. The SDCCD Grade challenge is only good for two years from date grade is posted; SDCCD will be archiving until 2021. Rechelle said that she always archives her gradebook at end of semester. SDOLP recommends that instructors download their grades and keep them handy.

SDCCD will keep the Blackboard helpdesk to December 31 for faculty and students. Canvas helpdesk begins in October. The District is waiting for the contracts to be completed. Rechelle wanted a list of add-in features. Kats doesn’t know what the list looks like but she is trying to get VoiceThread. SDOLP will review the list in preparation for Canvas. Rechelle has interest in 3C Media. SDOLP is interested in ‘Sharestream’ but because of the cost, it needs to go out to bid.

Katie asked ‘When can students login to Canvas?’ Katie wants practice shells for Spring 2019 students. It is on the to-do list for student orientation in Canvas. We could make it an open shell so anybody could go in and practice. Trenton suggested they could create a free account. Trenton also suggested that we create a DEMO account for students. After November 8 we should start seeing student accounts in Canvas. Once the account is there, students can login but won’t be able to see courses until class starts. Dave said we are going from 7-digit CSID to 10-digit student IDs. SDOLP has been notifying students about the changes to come. There is an ad in the printed schedule about the change in student IDs. SDOLP will be posting an announcement in Blackboard to notify current students. Aileen suggested adding a pop up in Reg-e as well. All new students for Spring will get a 10-digit student ID number. Student services have been informing students via emails about the change.

SDOLP reported that every single course will have a shell. Once content is loaded into the shell the instructors will need to ‘publish’ content for students to access materials. SDICCCA members recommended placing a notice to remind faculty to publish.

Katie request 20-30 student accounts for training. SDOLP will work with her to make that happen using accounts sddccd1, sddccd2, etc. For campus training, SDOLP will set up 50 accounts for each campus. Katie plans to reuse student accounts and reset the course. Dave reminded the group that Instructure has wonderful student tutorials. Rechelle wants to get students ready for spring by giving students more information. The group reviewed Student Information Pads. SDOLP will print the pads for Katie, Paula, Admin Counselors. Suggestions were provided.

Rechelle described how she was able to caption recorded meetings. She accidentally set zoom meeting to ‘record to cloud.’ She then received an email from zoom with a link and a captioned version of her meeting. She reported that the transcription was approximately 90% accurate. She added that Zoom can identify the speaker from where the noise receptor is coming.

Pilot faculty should be able to get their Canvas shells by October 15.

Next Meeting: **Monday, October 1, 2018, noon - 1:30 p.m.**