

Districtwide Distance Education Steering Committee (DDESC)

Meeting Notes

Monday, May 4, 2024

12:00-1:00

Via Zoom

Members: Aileen Gum, Anne Gloag, Angela Romero, Brian Weston, Brian Palimiter, Cara Smulevitz, Chris Rodgers, Claudia Tornsaufer, Denise Maduli-Williams, Devika Chhabra, Desiree Payne, Donna Eyestone, Ingrid Greenberg, Iris Lowe, Katie Palacios, Kelly Spoon, Kimberly Lacher, Liesl Boswell, Mary Kingsley, Maureen Curry, Michelle Gray, Peter Haro, Peter Tea, Poppy Fitch, Rechelle Mojica, Robbi Ewell, Russ English, Sandra Pesce, Sarah Dunn, Stephanie Johnson Shipman, and Tucker Grimshaw

**Meeting Notes**

The group reviewed the meeting notes for April 1, 2024

**Online Faculty Certification Program**

Liesl provided a presentation on the new 2024-2025 Online Faculty Certification Program (OFCP.) Liesl thanked all who provided updates and contributed to the revisions to the OFCP program. She assured the group that along with adding new information we will be offering the same great content, but will now offer that content in two parts.

Part 1 will cover: (approx. 5 hours)

* Customize profile & notification settings
* Adjust course settings & navigation
* Add content to the Syllabus
* Create an accessible front page, assignment, announcement, module, new page, quiz
* Gradebook & SpeedGrader
* Test Student view
* Creating & embedding accessible video
* Preparing a course to be Published
* Accessibility

Part 2 will cover: (approx. 15 hours)

* Distance Education Guidelines for CA Community Colleges
* ACCJC/WASC Guide to Evaluating Distance Education
* Title 5 Distance Education Regulations
* Regular & Substantive Interaction
* Federal Financial Aid in Distance Education
* Student Success and Retention Strategies
* Humanizing & Equity Considerations
* Student Authentication and Authentic Assessment
* Copyright
* Accessibility
* Open Educational Resources (OER)

The OFCP will continue to cover Federal Student Aid and Student Success strategies. We have included *Humanizing and Equity* as the newer added components in hopes to provide individualized learning opportunities. We understand that some of our faculty might be coming to OFCP with more experience teaching online or may have credentials from other colleges and we will remain as inclusive to our faculty as much as possible. We will also cover Student Authentication, Authentic Assessments, Copyright, Accessibility, and OER. Liesl thanked our Online Faculty Mentors who provided content and feedback to help build out the new OFCP.

Part 1 - *Teaching with Canvas and Online Accessibility* is a self-paced course that will focus on technical tips and how we can leverage Canvas in meaningful ways, it is estimated to take about 5 hours to complete. We cover basics like ‘Welcome Videos’ to humanize the online course. Part 1 is offered as an ongoing open-entry course with a rolling admission. Once faculty complete Part 1 they are eligible to sign-up to take Part 2. The second part of OFCP certification is offered as Part 2 - *Introduction to Online Instruction,* a facilitated course offered monthly throughout the year and it is estimated to take about 15-hours to complete. In Part 2 we teach online pedagogy, how to use Canvas, and tips on how to teach online. Faculty will get a one-on-one opportunity to work with us while they learn to develop their course and they will have the opportunity to ask us questions along the way.

The 24-25 OFCP Part 2 schedule is as follows:

**2024**

* July 1 – July 28
* Aug 1 – Aug 28
* Sep 2 – Sep 27
* Oct 1 – Oct 28
* Nov 1 – Nov 27

**2025**

* Jan 2 – Jan 29
* Feb 3 – Feb 28
* Mar 3 – Mar 28
* Apr 1 – Apr 28
* May 1 – May 28
* June 2 – June 27

We will be closing our current live OFCP by the June 30th. We will also be closing our first cohort of Part 1 on June 30th with the first cohort of Part 2 starting July 1. Faculty can enroll in our training from our website at <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/Online%20Faculty%20Certification%20Program.aspx>. Faculty can also be waitlisted for the first cohort of Part 2. Faculty will be able to earn a badge for each Part 1 and Part 2 sections. We also have a downloadable and accessible OFCP flyer on our website, if anyone would like to distribute.

Ingrid shared that SDCCD just co-presented at the regional SDICCCA college leadership meeting. Attendees were excited about how strong the enrollment numbers are in DE. Leadership is very enthusiastic about the quality of our courses and the professional development that is available at SDCCD. She added that the college presidents and chancellors are very interested in how we are handling fraudulent students in online education and they were glad to see a section on student authentication. They specifically asked what are the distance education strategies that we have in place to detect fraudulent students, especially during the 1st week of class. Liesl shared that student authentication is a complex issue that is addressed in OFCP – Part 2 by creating more authentic assessments. Liesl shared that one of the main components to detect fake students is by designing the course in a way that mandates human interaction and responses. Brian reminded the group that we have our *Student Prep and Online Training* course (SPOT,) which badges our students and helps prepare them to get ready for their first online course. The SPOT course also serves as an authentication piece. We are hoping that bots or fake students never make it to the class by making sure students are authenticated during admissions and registration. There are some new initiatives that the State is working with such as ‘ID Me’ and other preventative measures.

Rechelle warned about the AI workshops and trainings and how creating assignments with AI can create really inaccessible content. She shared that there are not built-in tools to easily make AI materials accessible. She wanted that noted because there's a big push for the power-of-AI and how easy it is to create content that looks nice, but in reality it will take you more time to fix the edits for accessibility than it will to just to say create the PowerPoint. She reported that she has tested AI and on one project it came up with 62 accessibility errors in one 8-slide presentation. Rechelle reminded the group that she would like to include accessibility in the forefront when we have AI discussions. Deka shared that we can definitely create a statement or share cautions that accessibility is something to be considered when using AI. Liesl shared that we could add that language to Part 1 of the OFCP. Stephen Bass introduced himself from *District Office of Institutional Effectiveness and Research* and he serves the division which is responsible for a lot of the districtwide invitations to AI training for faculty. He shared that that VC Fischthal would be eager to pursue all knowledge and improvements regarding AI, he will pass the message about the need to add accessibility into district AI trainings.

Ingrid questioned Brian on enrollment strategies prior to a student joining an online education class. The group discussed Real ID that could be used to screen out fraudulent students. Brian shared that the DMV is using the Real ID system. Real ID is the next step for our state chancellors to try and help screen applications for validity. The state is looking at a carve-out for undocumented students, those students will be manually verified. Stephen Bass shared that Real ID is an optional part of CCC Apply and can be used as identification to validate or authenticate the fact that we have an actual person.

Brian will be working with the deans and the VPIs so they are aware of the new two-part OFCP. He will also be sending out an email to make sure that faculty who are interested in this program can sign up. We will also be presenting the new OFCP to SDICCCA with hopes that our OFCP program will be accepted as certification at other institutions.

**Canvas Updates**

Instructure has been working on launching updates to Canvas’ New Discussions. They are not quite finished with revisions but we will be promoting the new tools for the fall semester. Brian shared that we will see more announcements and new workshops that will explain the new features. He shared that we can go into Canvas now and under settings we can enable the New Discussions. The update includes app mentions, anonymous discussions, and quoted replies. There is also the ability to see edit history and checkpoints. Faculty are excited about the update and we will be helping push out that information starting fall semester. Instructure is also asking for feedback in Canvas Commons.

The big change coming this summer is Single Sign On (SSO) along with LTi updates. We are launching SSO for Canvas starting July 15th and we will use our SDCCD email and your password to login. The IT department has multiple campaigns to announce SSO and is working with our public information office. They have set up two web pages, one for faculty and one for students. We will be working all hands on deck the week prior. We are also planning on offering a workshop the first weeks of July as an open session if anyone wants to come on by and just ask questions. It should be as simple as going to sdccd.com and you will see your Microsoft login page. You will login with your Microsoft, SDCCD email and password, and you are in Canvas with all the same settings. This is simplifying our login and our access to all of our products and software. At the next Tech Committee meeting we will be working on what else can be added to the SSO portal.

Rechelle asked if there's been any discussions about migrating away from Zoom for live classes. Zoom is still the superior platform for video conferencing and meetings. Students do not currently have access to Microsoft Teams. Zoom is updating the student connect feature integrated into just the Zoom app in the summer with Zoom 1.3 LTi.

**SDICCCA - DE Presentation**

Brian reviewed the SDICCCA presentation and highlighted the slides that showed regional data. The presentation was for the presidents at each one of the colleges to give them an update on distance education. This allows us to showcase distance education, provide status updates, and focus on important issues. We reminded everyone that DE now receives the same apportionment as on campus courses.

Distance education courses continue to be in high demand. Ingrid did a fantastic job of reminding the group of the importance of student success rates and how that correlates with faculty that have gone through the POCR process. She reminded all to be advocates to provide funding for the POCR process. Distance education is the *new norm,* that message was laced throughout the conversation that DE is here to stay, because it is what our students want. Ingrid shared that one of our leading themes is that POCR plays a role in quality online education. POCR has also helped us become a CVC teaching college and allows us to badge individual courses.

Brian reported that the DE handbook and our Sample Syllabi have been updated. We are working on a Zoom LTi 1.3 update. Brian will ask Mary to send out a brief survey regarding meeting days/times and if there are any other subjects that we may not be covering that we should cover.

Brian introduced Stephen Bass, Research and Planning Analyst at the District Office for his presentation of the results from the *2023 Distance Education Experience Survey* which can be found here:

chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://www.sdccd.edu/docs/IIE/Research/Distance\_Ed\_Experience\_Survey\_Fall%202023-Briefing.pdf

Stephen will be emailing Brian the link to the full presentation that he can share with the group.

**Announcements:**

* [CCC Online Teaching Conference](https://onlineteachingconference.org/) Registration is now open for the June 26 conference.

**Next Meeting:** *September 9, 2024*

*Respectfully submitted: Mary Kingsley, SDOLP*