Distance Education Advisory Committee Meeting
4 Feb 2016

Member Attendance: Sarah Harmon; Don Lariviere; Ana Miladinova; Erin Moore; Candice Nance; Lisa Palmer; Janet Stringer

Guest Attendance: Evan Innerst; Carolyn Jung; Margaret Kaluzny; Anne Nichols; Sondra Satterfield; Paul Stegner; Michael Stanford

Agenda:

Canvas demo—Candice

Candice is taking the guided @One course, and showed the shell that the instructor (Gregory Beyrer) is using for the course. Overall, she is finding Canvas to be a bit more intuitive, and easy to use. She stressed that the big advantage of Canvas over Moodle (WebAccess) is that it is mobile-friendly, and having integration with Google Docs is a plus. The only negative that she is finding is that it's not as flexible as some faculty would like—there isn't a way to change core elements of the program, say to add color or change the images of the menu items. But she is finding that creating images to go in the content areas of the site are easy to do.

Canvas conversion—draft timeline and how we will fit in the timeline—Janet and all

Jaz Witham sent out an email earlier today that broke down the timeline and other elements. For right now, the timeline looks like this:

- Summer 206: 20 pilot courses district-wide will be on Canvas
- Fall 2016: 180 pilot courses district-wide will be on Canvas
- Spring 2017: 300 pilot courses district-wide will be on Canvas
- June 17: Moodlerooms contract ends—SMCCCD will be off of Moodle
- Summer 2017: All courses district-wide will be on Canvas

DEAC needs to decide when the training (local) will happen, how we will communicate it, etc. After much discussion, we felt that those teaching Summer 2016 should start training as soon as they find out (which should be soon). Those teaching Fall 2016 will have the option of training on Canvas either in the spring semester or the summer; Erin Moore will organize Canvas Academies throughout the summer. Trainings can be done with @One, either the guided or self-paced options. More info on this will come soon.

The Instructional Technologist (Classified) position will go through spring hiring justification--so advocate for this at the meeting, and we would hire for summer, to help trainings. This person would be the point for all tech issues for Canvas (and Moodle/WebAccess, for as long as we have it). It would be a full-time position, and since it's a classified staff position, it would be staffed year-round. This would leave the Instructional Designer more time to work with faculty on online pedagogy and methodology, other trainings and workshops, etc. Also, since the Instructional Designer is a faculty position, it is only staffed 10 months per year, and required a Master's degree.

Candice, Lale Yurtseven and Leonor Cabrera have volunteered for Summer 2016 Pilot group; Sci/Tech has one potential person. Janet and Sarah will reach out to faculty, and also see if Cañada can get more than equal share, since we do way more (40%) of our courses online in summer than our sister colleges. Erin wants to meet with these people to find out problems, issues, etc.

There is support district-wide for full-time Accessibility Expert to be shared among the 3 colleges, especially for online/hybrid courses. The OEI Rubric (passed by District Academic Senate in November 2015) has a significant piece on accessibility; this person would be instrumental in making sure that we are all compliant in our courses.

How do we want to incorporate OEI rubrics?

- Skyline has decided that as courses get converted into Canvas, they have to pass the OEI. Forces people to look at these courses, accessibility, etc.
- Erin and Janet went to a training on the usage of the rubric, but not much on how to use it. So they applied the rubric to one of Jessica Kaven's courses (with her permission) to find out the following information
  - how long it takes to use it,
  - how easy is it to find it,
  - how does it feel to distinguish between criteria.
  - *Overall:* they found it wasn't that hard to score the course. They discussed their results with Jessica, and it led to good, positive discussions. Maybe IPC will be taking ownership of implementation of rubric.
- Erin will be doing a workshop on Flex Day to introduce the rubric

DEAC Committee Stuff

November 2015 minutes: approved

Online tools survey results—Janet

This wasn't discussed at the meeting.

Professional Development—Erin

Erin is looking for input for Professional Development Plan; she's been going to the various participatory governance bodies for their input. Erin will be sending email and needs our input, too. We can also schedule a meeting with her individually to discuss the plan. She needs feedback soon—in the next week or two—because the plan must be finished by the end of the semester.

Other—all

DAS Policy and Procedure on DE Effective Content—Sarah will be emailing this to all DEAC faculty. Input is needed on this—DAS will take action on it at the 13 March meeting, so please get your comments in to her via email.

Update of DE Faculty Handbook—Sarah is undertaking this right now, and hopes to send out a draft in the next week or two. There are obvious revisions needed with respect to Canvas, but also things have changed in other areas. We will discuss this at our next meeting.