DE COMMITTEE MINUTES

March 24, 2023| 9:30 a.m. | Room 2410 and Zoom

Meeting Minutes

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC Planning Priorities

- Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

DE Committee Quorum: 5

Members Present (voting):
Scott Vigallon (TLC, co-chair)
Barbara Zingg (faculty-at-large, co-chair)
Bobby August (STEM)
Lyndale Garner (BSSL)
Toby Bielawski (A&H)
Marina Lira (Counseling)
Vicky Austin (FA, adjunct faculty)

Members Present (non-voting):
Frances DeNisco (A&R)

Members Absent:
Andrew Cumbo (PATH)
Kali Rippel (Library)
Stuart McElderry (Dean)
TBD (VP, Academic Services)
TBD (ASLPC)

Guests:
Jessica Wong (English, adjunct faculty)

1. **Call to Order**
   a. The meeting began at 9:35 a.m.

2. **Approval of February minutes**
   a. Toby motioned, Lyndale seconded. Minutes voted and approved.

3. **Updates**
   a. User testing is complete for the integration of the live seat count into the CVC Course Finder. It should be live next week at cvc.edu. Scott gave a presentation on the Course Finder and the CVC Exchange at the Strategic Enrollment Campus-Wide Conversation on March 10.
   b. On March 14, CTO Bruce Griffin emailed everyone with a bunch of ITS updates, including one saying: The Technology Coordinating Committee has discussed the need for a vetting process to review and implement applications tied to Zoom and Canvas" and ending with "We'll update the community as that process takes shape." Nothing has been decided yet.
   c. The Student Connect tool in Canvas that allows instructors to set up appointments for students to book needs to be upgraded with newer technology by June 1, according to the database analyst at CCC TechConnect. The issue is finding a day to do the upgrade since there are no days between the end of the Spring semester and the beginning of the Summer term. No date has been set.
   d. Rebecca Ruan-O'Shaughnessy, the vice chancellor for educational services and support at the State Chancellor's Office said at the March 17 DE Coordinators' meeting that her office is committed to support @ONE summer programming with a contract moving through the chancellor's office internal review process.
   e. The district's new MyPortal has a "card" called My College Email where students can access their Zonemail. According to ITS, neither the name Zonemail, nor the domain of @zonemail.clpccd.edu will change. Having two names that go to the same email account might lead to student confusion. ITS is aware of this but is not planning to change anything.
   f. On March 13, the State Chancellor's Office issued a memo titled System-Funded Technology Resources to provide an update on the tech tools supported at the state level. This included the Systemwide Technology Access Collaborative (STAC), which is the program used in our district to fund several online learning tools. It stated that both Canvas and

Canvas Studio “will continue to be funded at the state-level”, and it "anticipates funding Canvas Studio in an ongoing fashion, and contract negotiations should be finalized soon."

Last year, the district paid for Ally, NetTutor, and Pronto through the STAC program. It paid for Proctorio and ESRI (a GIS tool) through the accompanying Systemwide Technology Access Resource Tools for Education (STARTE) program. The district paid for Hypothesis, Turnitin, and Cranium Café outside of those two programs. For 2023-24, Cranium Café is listed under STARTE on the order form. The order form is due June 14.

The committee recommended that all of the current tools be purchased again for 2023-24.

The State Chancellor’s Office memo was sent to all chief executive officers, chief information officers, chief instructional officers, chief student services officers, and chief business officers.

4. **Course review**
    a. Members gave updates on the status of their course reviews. Some reviews are about to happen, and some haven’t happened because the instructors have not replied to the reviewers. If there are no replies by the middle of April, the reviews will commence without the instructors, though this is not the preferred method of the committee.

5. **Spring Flex Day sessions follow-up**
    a. Attendance was low at the Flex Day sessions connected to our committee.
        1) HyFlex @ LPC = 8
        2) Improve your DE course with the CVC OEI Rubric standards = 5
        3) Using Pronto to engage your students = 9
        4) Making your Canvas course site ADA-compliant = 0
    b. However, the sessions with participants went well, as the information was provided clearly, and the audience was very interactive with the presenters. Regarding the zero attendance at the accessibility session, the committee will request that the same session be given a different time slot aside from 8 a.m. in the future.

6. **Web accessibility**

a. Wanda Butterly finished the accessibility reviews with the instructors who signed up. The committee was asked if this is something we should offer every semester, and the answer was yes.
b. Scott gave a demo of the updated captioning tool in Canvas Studio, which provides a better interface and includes the option to search and replace.

7. HyFlex

a. The new mockup HyFlex classroom (1002) is still not finished. As mentioned previously, the new cameras are installed, one mounted to the ceiling and the other to the wall at the front of the room. There is now a video monitor above the instructor's workstation, but it is inoperable.
b. The Spring cohort for HyFlex training began March 7 with 27 participants signed up. Since then, two have dropped out, two have been added, and five have done no work nor have responded to any emails. The training will continue through the end of the month.
c. VP Kristina Whalen approved the committee's recommended additions to the Final Exam Schedule. She also added a line at the bottom after "HyFlex Classes: Consult your instructor for final exam information if you are participating asynchronously online" that reads: "HyFlex instructors must hold a face-to-face final exam at the scheduled time." When that was presented to the HyFlex trainees, it raised some issues. FA rep Tom Orf, who is one of the trainees, said he might have the faculty union discuss that. The committee also discussed that sentence, and Vicky said she'll bring it up to the FA if Tom does not.
d. Scott presented the Spring 2023 HyFlex Student Survey to the committee for feedback. He removed a couple of redundant questions from the previous year's survey. The committee wants a question added that asks students how well they understood the meaning of HyFlex before enrolling. The survey is scheduled to be launched April 12 within each of the HyFlex classes as an announcement. Instructors will be given a heads-up prior to Spring Break.

8. Canvas

a. No decisions have yet been made on how students will be enrolled in their eight new Guided Pathways courses in Canvas in the Fall. A meeting with ITS that was supposed to have been scheduled by ITS after the February 10 district Technology Coordinating Committee was never scheduled. Kristy Woods from Guided Pathways had volunteered to

manually enroll all of the students through the People page in each of the Canvas courses before an automated system could be set up by ITS. Since then, Scott was told by Canvas that that method of enrolling students via the People page is frowned upon because of limits Canvas puts on the number of enrollees and the slow-down effect it will have on the courses. The preferred method is for the Canvas administrator to upload specifically formatted CSV files into the SIS Import area of Canvas. One wrong move while doing this, though, wipes out all students and classes from both colleges. An automated system that enrolls students from Banner is preferred.

b. Guided Pathways has contracted with a web designer for 25 hours' worth of work to make its eight courses visually appealing. The benefit for everyone else is that the designer is going to create Cascading Style Sheets specifically for LPC that would allow any instructor to use them to improve the look of their courses. After this work is completed and tested, faculty will be offered training in how to use the new CSS.
c. Screencast-o-matic, which is used to record screen movement and narration, is now called ScreenPal. Instructors who have referenced the old name in their courses should update to the new name.

9. POCR

a. With Vicky's upcoming retirement, LPC will be without a POCR lead. Ideally, the next POCR lead will come from the ranks of the 16 faculty members who are currently POCR reviewers. The POCR lead receives 12 F hours of compensation for every course they review.
b. Also, with Vicky retiring, there will be vacancy on the committee for a new adjunct faculty rep and FA rep that will need to be filled.

10. AI tools

a. Last week, Microsoft announced that its new artificial intelligence tool Copilot will be integrated into several of its products, including Word, Excel, and PowerPoint, "in the months ahead." Short demo videos of Copilot in Word and PowerPoint were showed.
b. Google's new AI tool, dubbed Workspace AI, will also be launched in the near future, along with its search tool Bard. Short demos of both were shown.

11. Other issues

a. None broached.

12. Adjournment

a. The meeting was adjourned at 11:21 a.m.

13. Next meeting

a. April 28, 9:30 a.m. in room 2410 and Zoom