DE COMMITTEE MINUTES

February 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)
Kali Rippel (Library)
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)
Stuart McElderry (Dean)
Kristina Whalen (VP, Academic Services)
TBD (ASLPC)

Guests:
Wanda Butterly (TLC)
John Perez (CMST)

1. **Call to Order**
   a. The meeting began at 9:33 a.m.

2. **Approval of January minutes**
   a. Vicky motioned, Kali seconded. Minutes voted and approved.

3. **Updates**
   a. The integration of the live seat count into the CVC Course Finder was pushed back due to technical issues. Those issues were resolved by District ITS, so the next phase is user testing, which should be conducted in the coming week. Regarding when District ITS will begin working with the CVC on the technical work necessary to make LPC and Chabot Teaching Colleges in the CVC Exchange, CTO Bruce Griffin said at the February 6 Technology Committee meeting that he'll be attending a conference in early March where there is a session on the exchange. There, he will find out about any technical challenges with the work needed to become Teaching Colleges.
   b. The issue of whether or not to allow the use of Zoom apps and Canvas apps was moved from the district Senior Leadership Team to the Chancellor's Council. At the Chancellor's Council meeting February 14, no decisions were made, and the conversation will reportedly be moved to the Chancellor's Cabinet. The February 22 Chancellor's Cabinet meeting was cancelled.
   c. Information about the next funding cycle of the Systemwide Technology Access Collaborative (STAC), which includes several online learning tools used at LPC, is supposed to be made public in March. These tools, which include Pronto, Ally, and NetTutor, need to be purchased for the 2023-24 academic year. The state chancellor's office is negotiating the continued funding of Canvas Studio for all colleges. It wants a multi-year license. If the state doesn't fund Canvas Studio, either our district will have to, or we won't be able to use it after June 30.
   d. No decisions have been made on the future of @ONE, which, as was mentioned last month, was uncoupled from the CVC, and its funding is in jeopardy. The CVC executive director said that the CVC will request funding for its POCR process, which @ONE has always led. A revision in the Master Consortium Agreement for CVC commits colleges to maintaining local POCR. One of the key benefits of getting courses aligned through the POCR process is that when we enter the CVC

Exchange, aligned courses rise to the top of search results. This has the possibility of increasing enrollments at Teaching Colleges. The Distance Education Coordinators Organization is sending a letter to the state chancellor's office and to the CVC advocating for continued funding of @ONE. It is also circulating a petition to get continued funding for @ONE.

4. **Course review**
    a. All instructors on the Spring 2023 course review list were emailed January 31 informing them of their choice of getting their courses reviewed, completing the OCDP this spring, or applying for equivalency. Three of the 10 replied, with two choosing to complete the OCDP, and one choosing the review.

    The committee was asked if a deadline should be given to those doing the OCDP since we would need time to do reviews if they don't finish the training course. The faculty contract says that they are to finish the OCDP by the end of the semester, but if they don't finish, that leaves no time for reviews. The committee decided that with 3 weeks left in the semester, faculty who didn't complete the OCDP will be told that their classes will be reviewed.

5. **Spring Flex Day sessions**
    a. Proposals have been submitted, and accepted, for the OEI Course Design Rubric session, and the HyFlex and Pronto sessions. Vicky and Lyndale will lead the rubric session, and Scott will lead the HyFlex session, which will feature Bobby along with Political Science instructor Joanna Jenn and adjunct ESL instructor Joyce Podevyn. Scott will lead the Pronto session by himself.

6. **Web accessibility**
    a. Nine instructors signed up to have one of their courses voluntarily reviewed by Wanda Butterly. As of today, Wanda has completed 6 reviews. The top issues she has encountered are incorrectly captioned videos, underlining words for emphasis, heading structure, and empty tags. After her reviews, Wanda is showing faculty how to fix remaining issues. She is fixing inaccessible syllabi for them.

7. **HyFlex**
    a. An email was sent to faculty on February 1, soliciting participants in HyFlex training. Twenty-seven instructors registered for the training, which will begin March 7.

b. The committee was asked if we should survey this semester's HyFlex students to gauge their level of satisfaction, and if so, when. Consensus was that students should be surveyed in mid-April. We last surveyed HyFlex students in Spring 2022.
c. The LPC Technology Department is scheduled to install a monitor in room 1002 today to complete the major installations of the mockup HyFlex classroom. Two mounted cameras were previously installed.
d. The inaugural HyFlex Collaborative Conference will take place June 26 from 6 am to 1 pm in person, synchronously online and asynchronously online. The physical conference is in Albany, NY. The cost is $75. More information is on the conference web site.
e. VP Kristina Whalen said Thursday that she will work on modifying the college's final exam web page with info on HyFlex classes. She said she'd do this before leaving LPC.

8. Faculty Online Learning survey results

a. Adjunct Geology instructor Oliver Christen won the raffle for the $25 gift card to The Cheesecake Factory.
b. Forty-nine instructors completed the survey (22 full-timers and 27 adjuncts). The survey was sent to all faculty, whether they teach DE classes or not. Figures for the following key items are a combined percentage of faculty who marked either Very Satisfied or Satisfied:
    1) 88% for the Online Learning program as a whole.
    2) 90% for faculty support from the TLC staff.
    3) 73% Library support.
    4) 82% for Professional Development opportunities (online resources, flex day activities, TLC workshops, etc.).
    5) 66% for facilities and equipment for online learning (TLC, computers/laptops, web site, network, Owl cameras).
    6) 69% for student success in their class(es).
    7) 59% for student retention in their class(es).

    Also, 77% feel that the classes are accessible to students with disabilities, 81% feel that their courses adhere to Copyright Law, and 67% use open educational resources.

    Complete results can be found on the Survey Results page.

9. Canvas

a. As mentioned in Scott's email to faculty at the beginning of the semester, instructors should not manually add any students into their classes in Canvas. There are FERPA issues when students who are not officially enrolled in a class can see, and interact with, students who are officially enrolled. Also, if there is a malfunction in our automated system that feeds enrollments from Banner to Canvas, work done by students who were manually enrolled gets wiped out permanently. Several years ago, this actually happened.
b. Kristy Woods addressed the district Technology Coordinating Committee on February 10 to tell members about her plans to enroll every student into one of eight Guided Pathways courses in Canvas beginning in Fall 2023. The initial plan is for her or her team to manually input all of the students into the appropriate course based on their pathways. The ultimate plan is to have the students automatically enrolled into the courses based on their major code. District ITS said it will convene a meeting to discuss the plans further. For the Fall 2023 plan, testing will be needed because we have yet to manually input thousands of students into their courses, and the effect on the system, if any, is unknown.
c. Canvas will implement a new feature that allows faculty to submit assignments on behalf of students. This feature will most likely be enabled after the current semester.

10. Chat GPT

a. Since our January meeting, OpenAI, the research laboratory behind ChatGPT, has released a "classifier tool" that distinguishes between text written by AI and text written by a human. However, it says that the new tool is "not fully reliable." The lab says that it will continue to improve the classifier in the future. On its blog about the classifier, it states the following limitations:
    1) The classifier is very unreliable on short texts (below 1,000 characters). Even longer texts are sometimes incorrectly labeled by the classifier.
    2) Sometimes human-written text will be incorrectly but confidently labeled as AI-written by our classifier.
    3) We recommend using the classifier only for English text. It performs significantly worse in other languages and it is unreliable on code.
    4) Text that is very predictable cannot be reliably identified.
    5) AI-written text can be edited to evade the classifier.
    6) Classifiers based on neural networks are known to be poorly calibrated outside of their training data. For

inputs that are very different from text in our training set, the classifier is sometimes extremely confident in a wrong prediction.

A demo of classifier tool was given.

b. Microsoft's search engine Bing will soon introduce AI into its results. A preview of Bing was shown. Microsoft has also integrated AI into its Edge browser. Google's AI product, Bard, is supposed to be introduced in the near future, too.
c. Kali said that PowerNotes, a tool licensed by our library that helps students in the research process, is working on an AI detection feature. PowerNotes will be presenting on Flex Day, and Kali is hoping they will discuss their AI detection feature.

11. Fall 2022 DE rates

a. DE rates for Fall 2022 were positive as evidenced by the retention rate of 84%, which was the highest ever for a fall semester at LPC. The previous high was 82%, achieved in Fall 2021. The success rate of 69% for Fall 2022 was the third highest ever for a fall semester, trailing only the 73% mark set in Fall 2020 and 70% in Fall 2021.

Breaking Fall 2022 DE courses down by modality, hybrid courses had a success rate of 75%, followed by synchronous and asynchronous at 70%, combination synchronous-asynchronous at 64%, and HyFlex at 61%. Hybrid courses also had the highest retention rate at 87%, followed by asynchronous at 84%, synchronous at 83%, combination synchronous-asynchronous at 79%, and HyFlex at 77%. These rates were, on the whole, a bit lower than corresponding rates for Spring 2022.

The committee was asked what, if anything, it can do to keep improving those rates. It was mentioned that there will be a HyFlex session at Flex Day and that HyFlex training will begin in March. Vicky suggested a HyFlex community of practice, and Frances suggested giving students more information about how to succeed in HyFlex classes. Toby suggested asking students why they enrolled in HyFlex classes. The plan is to implement all three suggestions.

12. Other issues

a. Vicky shared a draft of the Observation of Instruction for Asynchronous Online Classes Tour Checklist. The document details how the tour should be conducted between the

instructor being evaluated and the evaluator. It includes suggestions for what should be reviewed.

13. Adjournment

a. The meeting was adjourned at 11:08 a.m.

14. Next meeting

a. March 24, 9:30 a.m. in room 2410 and Zoom