DE COMMITTEE MINUTES

January 27, 2023| 10:00 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)
Stuart McElderry (Dean)

Members Absent:
Andrew Cumbo (PATH)
Kristina Whalen (VP, Academic Services)
TBD (ASLPC)

Guests:
None

1. **Call to Order**
   a. The meeting began at 10:05 a.m.

2. **Approval of December minutes**
   a. Bobby motioned, Toby seconded. Minutes voted and approved.

3. **Updates**
   a. Based on our discussion in December, an email was sent January 4 to those with teacher roles in non-instructional courses, recommending that they either remove or deactivate employees who no longer work in the district or students who are no longer enrolled at LPC. Instructions were given on how to do this. The email also told people to not post any self-enroll links online, to not give LPC students any role aside from that of Student, that FERPA requirements exists in non-instructional courses that automatically enroll students, and an announcement explaining FERPA stipulations will be posted in new non-instructional courses.
   b. As requested by the committee last month, a link was added to the Student Support Hub that takes users to the Student Resource Guide page on the LPC web site. After consultation with Guided Pathways, a link was placed at the bottom that reads: Visit our Student Resource Guide for more support, including parking, photo ID, food & housing and more!
   c. The Canvas ePortfolio tool was removed from the Profile page on January 3. Students who created new ePortfolios after the initial email went out November 28 were notified December 22 about the removal. Students should now use Folio for their eportfolio needs.
   d. The annual Online Teaching Conference is taking place June 21-23 in Long Beach. Early registration through May 10 is $399 and is available on the OTC'23 web site.
   e. Progress is being made to integrate live seat counts into the CVC Course Finder. On January 24, the schedulers at both colleges joined the team meeting to give feedback on class coding and to learn how to test the work that has been done so far. Scott and his counterpart at Chabot are also participating in the testing, which is supposed to end January 31. It is anticipated that the live seat count will go live on the CVC Course Finder in mid-February. After the live seat counts are integrated, the technical work can begin on LPC and Chabot becoming Teaching Colleges. There are currently 67

CCCs with live seat counts. There are also 29 colleges that have become Teaching Colleges.

f. In December, the CVC's Advisory Committee Ad Hoc Workgroup on Local POCR Certification is recommending that college POCR teams that have already been certified follow up with the CVC's POCR team every three years. It said that it's an opportunity for professional development of local POCR team members since some are new, and it's an opportunity to discuss pain points and offer advice. The follow-up will include a spot check of an aligned course and a norming session with the CVC. It is currently deciding norming session attendance requirements.

g. At the January 20 statewide DE Coordinators meeting, it was announced that there is no designated funding for @ONE beyond June 30 and that @ONE employees have been given layoff notices. These are the employees who run the POCR program for the state. Marty Alvarado, an Executive Vice Chancellor at the state Chancellor's Office, explained that the Chancellor's Office is reevaluating all IT contracts at the state level and that @ONE is being pulled out of the CVC. She said that the state is looking to expand professional development but does not know what that will look like in the future. @ONE has provided professional development for online learning since roughly 2000.

4. Financial Aid fraud

a. Frances reported that the college's financial aid director Andi Schreibman sent two emails to faculty and administrators at the beginning of the semester detailing a fraud ring that was discovered in some of our online courses. The state chancellor's office gave a presentation last semester on efforts to weed out those engaged in enrollment fraud so their college applications don't get fully processed. Frances said that faculty should continue to be reminded and vigilant about fraudulent enrollments in their classes. The committee discussed the issue and took at look at the college's Instructor's Withdrawal Option: Distance Education. No changes to that policy were suggested.

5. Course review

a. A list of instructors who have a choice of getting their courses reviewed, completing the OCDP this spring, or applying for equivalency was presented to the committee. They should be contacted to be given these choices. Scott will contact them while CC'ing their deans. We will give them until our next

meeting to make a decision.

6. **Spring Flex Day sessions**

   Last semester, the committee decided to address our goal of increasing courses aligned to the OEI Course Design Rubric by offering a spring Flex session on the process. Vicky will lead this session, and Lyndale will help. Vicky will also solicit POCR team members to help. Scott will lead a HyFlex panel session, and Bobby will be on the panel, along with another instructor who already volunteered. Scott will seek others to be on the panel. Scott will also lead a session on Pronto.

   Wanda Butterly will facilitate a web accessibility session again, and she will also do one on using TechConnect Zoom and Student Connect. The deadline to submit proposals is February 16.

7. **Committee Governance Worksheet**
   a. The committee was presented with the annual worksheet and decided to keep the reporting relationship, chairmanship, and term as it is currently. The committee reviewed the tasks completed for the year so far. The worksheet has to be reviewed by the Academic Senate before being submitted to the President's Office by March 17 so it can go to the College Council.

      Stuart requested a possible new day and time for committee meetings because administrators have to participate in the College Enrollment Management Committee from 10:30-12 on the fourth Friday of each month. After a discussion, the committee decided to move its meetings up 30 minutes to take place from 9:30-11:30, still on the fourth Fridays. Effort will be made to place items at the top of the agenda that concern administrators.

8. **Web accessibility**
   a. The CCC Accessibility Center has been working on a model for about a year to "drive accessibility forward" in the CCCs. Its Accessibility Capability Maturity Model (ACMM) "takes the overwhelmingly large concept of accessibility and breaks it down into achievable milestones with a system of measurement that allows for progress toward accessibility as a system." The model "contains sections on shared governance, procedures in the areas of web accessibility, procurement accessibility and digital content accessibility, collaborative efforts, training, and culture and

communication." Also, the CCC Accessibility Center "will assist campuses in a self-assessment to determine their baseline of accessibility in relation to the CCC ACMM, resulting in a plan that campuses will be able to use to drive accessibility forward based on their campus structure and culture. Please watch for more information and communication on the CCC Accessibility Capability Maturity Model in spring 2023."

Since accessibility is now in the contract, the committee was asked if it should resurrect the idea of asking faculty if they want to undergo voluntary accessibility reviews of their courses. The committee agreed. Faculty will be solicited, and Wanda will do the checks.

9. Chat GPT

a. ChatGPT is a new artificial intelligence (AI) tool that's designed to help people communicate with computers in a more natural and intuitive way, using natural language processing technology. It allows users to input questions on the OpenAI web site, and among other things, returns answers in a readable format. It's free to use and is causing some angst in education because it can write papers for students that are original enough not to be flagged for plagiarism. There are sites that measure how much of a paper was generated by AI, but so far, they will produce probability numbers and no hard evidence of cheating. Expect AI detection tools to improve and evolve in the future, and even Open AI is working on a solution.

   A demo of ChatGPT was given, as was a demo of an AI detection site.

10. HyFlex

a. The Owl camera in Room 1002 that was used for HyFlex instruction has been replaced with two Q-SYS cameras, which do the same as the Owl but has a bit more flexibility in terms of camera angles, zooms, etc. The replacement is part of the Technology Department's new mockup classroom that is expected to get faculty testing and feedback in order to determine the HyFlex technology the college wants to utilize in the future. One Q-SYS cameras hangs from the ceiling, and the other is mounted to the wall at the front of the classroom. These are, obviously, less susceptible to being stolen. The Tech Department will continue to work on the

room, including installing a large monitor so the instructor can easily see the students on Zoom.

b. A request was made to develop guidelines surrounding the timing of final exams for HyFlex classes, specifically the asynchronous part of the classes. Current guidelines posted on the Admissions web site on a page titled Final Exam Schedule state: "Instructors teaching online asynchronously, or a combination of asynchronous and synchronous, will clarify their final exam instructions on the class syllabus." Later, it states: "Online Classes: Consult your instructor for final exam information" and "NOTE: This information is subject to change."

   Suggested modifications for the first sentence were:

   "Instructors teaching online asynchronously, a combination of asynchronous and synchronous, *or a HyFlex class*, will clarify their final exam instructions on the class syllabus."

   A suggestion was made to add the following under Online Classes:

   "HyFlex Classes: Consult your instructor for final exam information if you are participating asynchronously online."

11. Satisfaction surveys

a. At our December meeting, the committee suggested revisions to the DE faculty satisfaction survey, including renaming it the Online Learning Faculty Survey, and launch it in February. Scott and Barbara decided to launch it February 6.

b. Three hundred thirty-four students completed the annual DE Student Satisfaction Survey in Fall 2022, and for the second straight year after the pandemic lockdown, the results were very positive. Typically, even when results are positive, there still tends to be lots of negative comments when students are asked at the end of the survey to provide any comments about DE at LPC. However, for the first time ever, the comments were overwhelmingly positive.

   Concerning other key questions:

   When asked to rate their level of satisfaction with different components of online learning, 77% were mostly satisfied or very satisfied with the DE program as a whole (compared to 72% last year), 80% were mostly satisfied or very satisfied

with the overall course quality (compared to 77% last year), and 81% were mostly satisfied or very satisfied with overall course satisfaction (compared to 75% last year).

When asked if they would take another DE course from LPC, 90% percent indicated that they would (85% last year). Students also indicated (53%) that they learned about the same in their DE classes than they would have in a similar on-campus class (53% last year). Interestingly, 33% said they learned more in their DE classes (27% last year), and 15% said they learned less (21% last year).

The committee was asked what, if anything, it can do to improve the DE program based on the results. No suggestions were made, but there was one recommendation to add a question/item about online office hours to the survey for next year. It will be added.

Survey results are posted on the Survey Results page on the Online Learning web site.

12. Canvas

a. Canvas has introduced a new feature called Account Calendars. These allow system admins the ability to push items to students whose courses are in specific subaccounts in Canvas. This might come in handy if events need to be published to calendars on behalf of Guided Pathways when their courses become available in fall 2023. Since every student is supposed to be enrolled in a Guided Pathway course, every student will have the opportunity to see the event. The drawback to the new Account Calendars is that students have to subscribe to the calendar; they won't see events if they don't subscribe.

13. Other issues

a. Toby and Bobby discussed how students are using the communications app Discord to privately discuss classroom issues, assignments, complaints, etc., among themselves. Students can use Discord without the instructor's presence or without the instructor even knowing.
b. Vicky mentioned that the FA is leaning towards asking instructors being evaluated to remove any prerequisites they might have in their Canvas modules that are being reviewed for 72 hours during the evaluator's time in the course. Without the prerequisites removed, an evaluator cannot see

all of the content in the module.

14. Adjournment

a. The meeting was adjourned at 11:53 a.m.

15. Next meeting

a. February 24, Room 2410 and Zoom