



DE COMMITTEE MINUTES

October 25, 2024 | 9:30 a.m. | Room 2410

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: 4

Members Present (voting):

Scott Vigallon/Kathleen King (TLC, co-chair)

Barbara Zingg (faculty-at-large, co-chair)

Lyndale Garner (BSSL)

Richard Dry (A&H)

Bobby August (STEM)

Thanh Thao Nguyen (adjunct faculty)

Members present (non-voting):

Angelo Bummer (A&H)

Stuart McElderry (Dean)

Members Absent:

Barbara Chavez/Jeff Lawes (A&R)

Nan Ho (VP, Academic Services)

Vacant (PATH)

Vacant (Library)

Vacant (Counseling)

Vacant (ASLPC)

Guests:

None

1. Call to Order

- a. The meeting began at 9:34 a.m.

2. Review and approval of agenda

- a. Barbara moved to approve the agenda, Thao seconded. Agenda approved.

3. Approval of September minutes

- a. Richard moved to approve both sets of minutes, Barbara seconded. Minutes approved.

4. Public comments (3 minutes)

- a. None

5. Reports

- a. At its October 11 meeting, the district Technology Coordinating Committee discussed the size and makeup of the new Accessibility Task Force. Among those to be requested to serve include DSPS directors, Instructional Technology Specialists, Instructional Technology Coordinators, Webmasters, and faculty (probably from the colleges' DE committees).
- b. The Advance Password Options that are new to Canvas that we discussed last month was not put on the TCC's October 11 agenda as requested. Therefore, that topic was not broached.
- c. The Course Design Rubric is supposed to be updated in the near future. According to the CVC, the updates will include an estimate for the amount of time needed for fixes, the addressing of equity, the addressing of regular and substantive interaction per changes the past couple of years in Title 5, and addressing AI and student privacy.

6. Old business

- a. DE leadership transition
 - 1) Kathleen King began October 23 as the college's new Instructional Technology Coordinator. Kat will inherit the role of co-chair of the committee and will run the November meeting.
 - 2) Because the campus is typically closed the fourth Fridays in November and December, the committee chooses one date to hold its final meeting of the fall semester. However, this year, the fourth Friday in November falls on November 22, which is the week

before the Thanksgiving break. Therefore, the committee is scheduled to meet that day. Because of a scheduling conflict, the committee agreed to meet from 12-2 p.m. that day.

- i. Since there will be a November meeting, the committee can review the annual DE Student Satisfaction survey then and make any changes. The survey is typically launched the first Monday in December via a Canvas global announcement that goes to all LPC students.
- b. Course review
- 1) Bobby has reached out to the instructor that he is reviewing and will schedule a meeting soon. Thao will reach out to the instructor she is reviewing.
- c. New features and tools in Canvas
- 1) Scott gave a brief overview of the AI tools that are already in Canvas, along with those that are to come. He focused on the Khanmigo Tools and showed a video demo of that product. He explained that while the Discussion Summaries and Smart Search tools have to be installed at the global account level in Canvas, the Khanmigo Tools can be installed at the LPC subaccount level if we chose to use those tools, and Chabot chose not to. He suggested consulting with the Academic Senate's AI working group before making any decisions.
 - 2) Screenshots from the new Canvas Block Editor were shown. When ready, the Block Editor will allow instructors to create well-designed content without knowing HTML. Canvas plans to make the Block Editor available on January 18 as a Feature Preview while it continues to update the tool.
 - 3) Canvas said that its long-awaited Checkpoints feature in Discussions will be available on November 16. Apparently, it will just show up that day. [There is a Checkpoints FAQs.](#)
 - 4) Canvas is updating the Speedgrader to become more stable and to load faster. There will also be some tweaks to some of the features. It can be made available in January as a feature option.
- d. Pope Tech update and report
- 1) Scott described new features that Pope Tech is building into its Instructor Accessibility Guide and Dashboard tools in Canvas. These features include a Document and Video Dashboard, PDF Checking, Dismissed Results, Broken-Link Checking, and

Alternative Formats: File Conversion. The PDF Checking feature will most likely incur a cost, but maybe the state's Accessibility Center will pay for it.

- 2) For goal #3, Monitor web accessibility via the Pope Tech Dashboard, Wanda submitted her second report this semester, with this one showing the status of web accessibility and comparing it to the previous month's report. According to Wanda:
 - i. The October report shows more errors than September because over 8,000 additional content blocks (pages, quizzes, assignments, and quizzes) that have been calculated into the October report.
 - ii. There are 14,563 empty links.
 - iii. There are 7,944 contrast errors, which are mostly due to the highlight color that Canvas uses for links.
 - iv. The good news is that 93.18% of our content blocks have no detectable errors.

7. New business

a. AI web page

- 1) One of the committee's goals is to: Establish a best practices or suggestions page for identifying and responding to AI usage. The committee was asked how it wanted to begin doing this, and an idea was mentioned to put such resources in the Canvas AI resources course or on the Online Learning web site. It was also suggested to work in conjunction with the Academic Senate on this task.

8. Information items

- a. With the bookstore moved online, faculty can use the Follett Discover app in Canvas to order books. To do this, they need to enable the Follett Discover link in their course navigation menu by going to Settings - Navigation. They can then use the link to reach the bookstore online. When faculty copy their courses to the next term, the link will come with the courses, so they won't have to add it again.
- b. On October 14, Rajinder Samra emailed faculty about the state's Online Education Experiences faculty survey that will be part of a report on how the shift to a significantly larger proportion of courses offered in an online format has impacted student learning, access to courses, and student outcomes. According to Rajinder's email, the report will be part of a study sent to the legislature that draws inferences

and offers recommendations to policymakers and educational leaders at the local and state levels regarding online education. The survey will close on October 31.

- c. Based on feedback from students, the CVC Exchange's search tool added an expanded keyword function on October 15. According to the CVC, the update ensures that the search engine will not only return results with the exact words included in the title. For example, searching for "criminal justice" will return classes including Multicultural Issues within Administration of Justice and Contemporary Issues in Law Enforcement. Currently, the default is a subject search, and it will remain the default until early November when it will then switch to keyword. The subject search option will be discontinued completely in February 2025.
- d. Registration opens for the 2025 Online Teaching Conference on November 4. More info is on the [OTC web site](#).

9. Adjournment

- a. The meeting was adjourned at 10:15 a.m.

10. Next meeting

- a. November 22, 12 – 2 pm, Room 2410 and Zoom