DE COMMITTEE ("DEC") MINUTES

Date of Meeting: **- 2-15-17 – Academic Senate Office**

Voting Members Present: David Jordan, Vilma Bernal, Myriam Levy, Emily Bill, Debby Wong, Thomas Folland, Karen Crozer, Rod Austria

Voting members Absent: Isabelle Saber

Resource Members; Carole Akl, Adrian Gonzalez

Guests – Jacob Skelton – ESL Department

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Substantive Change - DE Coordinator provided a history and background of the substantive change reviewed the status of LAMC Substantive change and the process of determining when adding online classes triggers a substantive change. Carole said that the recent Math online classes would trigger a substantive change. Myriam volunteered to review Pierce Substantive change and report to DE, Karen will review Valley, and Carole with review LAMC and update the chart of units of each subject onlne.

DE Review of Fall 2017 DE Courses – The Curriculum chair will send out notifications on the Fall 2017 courses. The DE Coordinator will contact the Dept. Chairs/faculty re the 3/8 Curriculum deadline, and will review the DE Canvas Courses with the Department Chair and faculty. #/20 is the last "camera ready" galley, and Fall 2017 online classes must be approved through curriculum no later than that date. Econ 1 and Econ 2 need to have an updated ECD/DE Addendum. David and Myriam will complete those steps. Debby asked who reviews and approves the course shell. She is the Department Chair, but not the content expert for CoSci online courses. DEC determined that the faculty are the content experts.

Online Student Evaluations - LAMC no longer has access to CourseEvalHQ (etudes/canvas app we piloted last semester, and which worked well. Debby suggested we can use class climate. David will contact Patricia Chow who manages class climate to see if we can adapt/modify it for use in online student evaluations used by Chairs to evaluate their respective online faculty..

Canvas Training – Thomas, Karen, and Emily came up with advance topics for Canvas training and will work with Albert in Eagles Nest to roll out the Canvas training. A link to Canvas videos can be provided to assist faculty in learning. DEC discussed use of Canvas by Math faculty who use MyMathLab – Canvas and MyMathLab can be synched along with grading. Debby will notify Math faculty that they should be using Canvas, and that an email should be sent out to all of the Math students at the start of the semester on the use of Canvas and MyMathLab. Debby will also help to organize Canvas training for Math faculty
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in collaboration with Albert.

Accessibility workshops – DSPS/Adrian Gonzalez will provide 3 workshops in the Eagles Nest on preparing accessible words docs and pdfs.

Veracite – Jacob will check with Wendy at Pierce about how Veracitte plagiarism works with Canvas. Turnitin is very expensive. Veracite does create a database similar to Turnitin.

DE/Online website redesign – IT will work with DE to standardize the page and will also provide a link to ecounseling on the main college page.

DE Report to EPC (2/13/17) -

1. **Enrollment in Canvas Course**s - 679 courses in Spring 2017 compared to 735 courses in Fall 2016. Currently 216 out of the 679 courses have been published (only 31% which is still quite low since every instructor has a Canvas course created). There are 118 faculty at LAMC now using Canvas, with 5407 students, and 5458 assignments, 1991 discussion topics, 9,885 files uploaded and 5 media recordings.

2. **Canvas Training** - Training in Canvas in Spring 2017 will take place on Tuesdays - "Tech Tuesday" and has been coordinated through Albert Ybarra. The first four workshops in February will be by Adrian Gonzalez, special technologist in DSPS who will teach faculty on how to create accessible documents, following by Canvas workshops during the semester.

3. **Online/DE website re-design** - Isabelle, Emily, and David have been meeting regularly to re-design and simplify the Online/DE site, and it is much improved. This will be completed by mid to end of Spring 2017 semester.

4. **New Online/Hybrid Classes** - DE will review Psych 14, Music 111 and Caot 78(quickbooks) (hybrid) for Summerf/Fall 2017

5. **Substantive Change** - DE and Curriculum are actively working on a Substantive Change Proposal during Spring 2017 semester, as one of its primary focus items.

6. **Certification to Teach Online** - DE is working with our LACCD sister colleges to develop a standard Certification to Teach Online.

7. **Canvas Help Desk** - has successfully handled the first ten days of student problems in logging in, and the number of requests for Help have diminished significantly.

Meeting adjourned: 2 pm