Distance Education Committee Meeting Minutes

Date:	September 13, 2017
Location:	Academic Senate Office
Time:	12:30 (adjourned at 1:45 pm)
Members Present:	Emily Bill, Sarah Master, Adrian Gonzalez (Resource), Tom Folland, Karen Crozer, Milan Samplewala (for Debby Wong), Carole Akl (Resource), Al Ybarra (Resource), Tracy Harkins
Members Absent:	Jacob Skelton, Vilma Bernal, Rod Austria

AGENDA

Item #	Presenter (Time)	Topic	Purpose	Resource	Desired Outcome	Minutes
1	E. Bill (<1 minute)	Call to order				Meeting Called to order at 1:30 pm.
2	E. Bill (2 minutes)	Agenda	Add, modify, or remove items		Approve agenda	Approved.
3	E. Bill (3 minutes)	Meeting Best Practices	Clarify/discuss meeting processes and etiquette		Set expectations for committee	Discussed starting and ending meeting on time and ways to minimize disruptions.
4	E. Bill (2 minutes)	04/19/17 Minutes	Approve Minutes		Approve Minutes	Sarah asked that the discussion regarding scheduling of online classes be added to the April 2017 meeting minutes. During that meeting it was determined that department chairs make decisions about whether or not a course should be offered online in any given term. Minutes approved with this addendum.
5	E. Bill (5 minutes)	Committee Membership	Introduce new members		Acquaint committee members	Introductions were made. Welcomed Tracy and Jacob as new members. Milan is serving in Debby's position this semester.
6	E. Bill (10 minutes)	Transition to PeopleSoft	Discuss new Canvas login, common issues, helpdesk role	R. Austria	Clarify login procedures & help desk role	Rod was absent. Emily reported that there are still some concerns with PeopleSoft as it relates to

						Canvas. Sometimes students are incorrectly being dropped from their Canvas courses, there are some faculty/students with multiple accounts that create log in problems using their SIS credentials, and there have been instances where a Canvas account is not being created for newly registered students. Emily will continue communicating with local/district IT, other DE Coordinators, and Canvas to address these issues. Karen suggested we create some language faculty can add to syllabi and welcome announcements to help clarify the login/troubleshooting process for students. We will address this later in the term to see if some of these issue get resolved.
7	E. Bill (20 minutes)	DE Course Approval & Teaching Certification Processes	Clarify steps and timeframe	C. Akl	Approve steps/processes for campus wide dissemination	Carole and Emily reviewed work-in-progress flow chart that clarifies process to approve a DE course for the first time. Faculty must work with Curriculum and DE Committees to ensure the course is approved at least one year in advance of offering on schedule. Discussed DE certification requirements to teach online at LAMC. We need to also review the list of approved online courses to ensure all courses have the proper approvals/documentation. Faculty need training in Canvas use and online pedagogy (or equivalent experience). Training/experience will be evaluated on case by case basis by DE Committee.
8	E. Bill	Canvas Community	Discuss proposed	A. Ybarra	Approve transition to new	Karen reported that the Canvas Community

	(10 minutes)	Sessions & specialized trainings	sessions & occasional specialized trainings (e.g. discipline, Regular & Effective Contact)		training/coaching format & discuss dates	Sessions are going well and faculty/hosts seem to enjoy the open, drop-in format. Will continue to offer them 1-2 times a month. Sarah suggested that we consider offering a training to help TRC members learn how to evaluate an online course. Will schedule in Eagle's Nest for the 28th of September, hosted by Emily and Karen.
9	E. Bill (10 minutes)	Mission Online Redesign	Discuss/clarify process for redesign & briefly review site in current state	R. Austria	Form redesign sub-committee	Formed sub-committee for Mission Online redesign. Emily, Milan, Tracy, and Jacob were selected.
10	E. Bill (5 minutes)	VeriCite	Explain contract and integration		Clarify service	Karen reported issues related to VeriCite LTI installation. Emily shared that the LTI does not offer the full range of functionality that native integration does. Karen explained that VeriCite strips formatting from the originality report and that VeriCite cannot be used in conjunction with rubrics. VeriCite has invited LAMC to participate in a native integration pilot for our Canvas instance. Emily will provide updates on this once the pilot begins. After initiation of pilot we can provide trainings to help faculty understand the features and limitations of using VeriCite.
11	E. Bill (5 minutes)	Online Course Evaluations	Discuss expiration of CourseEval HQ and develop plan for future terms		Assign member(s) to investigate options	Discussed need for service to manage student evaluations in online course. Karen will investigate EvaluationKIT and set up a demo. Emily discussed renewing CourseEval HQ contract or using free options like Survey Monkey or a Google product.
12	E. Bill (3 minutes)	Substantive change proposal	Discuss whether needed	S. Master	Assign member(s) to investigate	Emily learned at a DDEC meeting over the summer that an increase in online

						course offerings may not trigger a need for a substantive change proposal. Sarah will ask Isabelle to check with the ACCJC for confirmation.
13	E. Bill (10 minutes)	Items from the floor	Questions, Comments, Announcements		Address concerns, disseminate information	Carole stated that Curriculum did a self-evaluation and discussed the fact that they do not have a DE position on the committee. Carole opened a discussion about whether or not DE needs to be represented on the committee. The group felt that a DE member should attend meetings when there is a DE related concern or course approval pending, but otherwise, the status quo will remain for now. Emily shared that she is attending an OER regional meeting on September 16th. Adrian shared about the upcoming Digital Equality and Disability Summit events in October. Sarah asked that we addressed help desk policies in a future meeting.

Upcoming Fall 2017 Meeting Dates:

October 11th, November 8th, & December 13th