

**Distance Education Committee
Meeting Minutes**

February 25, 2020

1. **Minutes of 1/28/20 approved.**
2. **YuJa pilot** – Reagen Dozier updated the committee on the YuJa pilot. There are a number of scheduled training sessions coming in both March and April. These will be 1-hour long Webinars hosted by YuJa to train faculty on how to use the YuJa integration inside of Canvas. Dates in March are 3/4/20 and 3/9/20, and registration is closed for these dates. April dates will be announced soon. Faculty may qualify for a stipend when signing up and attending one of these meetings.
3. **Improving Online CTE Pathways (IOP) Grant** – Reagen provided the latest information on the IOP grant. Two of the six certificates that were identified in the grant have had all of their courses approved for online delivery. The remaining four are going through the approval process. In addition, many of the new courses that are being developed are being aligned to the OEI rubric. Promotional activity is currently underway for online courses, online certificates, and online counseling. Geofencing will be one aspect of the new promotions, that should be taking place soon. Professional development has been a major focus of the grant. There have been a number of on-campus trainings on the rubric, and a large number of faculty and staff will be attending the Online Teaching Conference in June.

Canvas Orientation Courses for Students – Elisa mentioned that she is spending a lot of time helping her students use Canvas for some of her course activities. She mentioned that as a result she is thinking about taking an entire class' meeting time, perhaps spread out over several days, and devote that time to going over advanced Canvas features. The Committee discussed the possibility of having an advanced Canvas course, and possibly an introductory one as well, available as a non-credit course for students. Currently, there is an intro to Canvas orientation course, but it is generally only used by students whose instructor requires it, even though it is open to anyone. Reagen said she would take the idea of Canvas courses for students to the Non-Credit Task Force for consideration.

4. **Online Counseling Update** – Roberto updated the committee on latest data for online counseling appointments (see attached). There has been a steady increase since the program began in November. As students meet on-campus with a counselor, they are given information on how to set up an online meeting. When Roberto meets with a student on campus, he explains what is involved in online counseling which seems to ease students concerns about giving it a try next time. The biggest problem that Roberto has found, when conducting online meetings with students, is if the student has a bad connection.

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5. **New member proposal for committee** – Brandon Hall, full-time faculty, would like to join the committee. All committee members agreed he would be a welcomed addition. His official inclusion is pending approval by the Academic Senate.

6. **Expansion of online English** – At the last English Division meeting on Friday, the faculty discussed the possibility of increasing the number of online English course sections. Many in attendance expressed concerns about adding more online sections. Their main concerns were that they might lose on-ground classes, that students would like online classes too much, that the online courses might be inferior in quality, and they were also concerned about how much control OEI would have over the classes and the major. Even though they did not feel ready to add additional sections/courses, they were open to continuing the discussion.

7. **PC-POCR update** – Sarah updated Dr. Russell on the work that the DE Committee has done in developing a local POCR process, as well as the recommended compensation amounts that the Committee suggested for faculty getting their course reviewed as well as compensation for reviewers. Dr. Russell said he would look into funding for the proposed compensation amounts.

8. **Personal Pronouns in Canvas** – Canvas just launched a new feature that allows users to select personal pronouns they want to have associated with their account. We have enabled this feature, and currently have just gone with the default pronouns. Sarah will check with Kimanthi to see if there may be other pronouns she feels would be appropriate. Since this is deployed on the root Canvas level, it has to be agreed upon by all three colleges. Sarah will check with the other college's after hearing back from Kimanthi.

9. **PlayPosit** – PlayPosit is a new tool being offered by CCC TechConnect at no cost to CCCs. PlayPosit can be added as an LTI into Canvas. With PlayPosit, you are able to attach quizzes, discussions, and other interactions onto videos. Quiz results get fed directly into the Canvas Gradebook. In order for PC to be able to use PlayPosit, we need to have the MOU signed. Once that happens, we can add the app to our Canvas courses and then faculty will be able to use it. We are currently waiting for the MOU to be signed.

10. **Proctoring Network** – OEI has assumed the role of managing the CCC Proctoring Network that began a few years ago. They are now promoting it and hoping more colleges will join. The premise of the network is that colleges who are part of the network, will be able to have students who are enrolled in their online courses, but who don't live near the teaching college, take any exams that require physical proctoring at one of the other colleges in the network.
Some faculty from Math along with Sarah and Reagen met to discuss this and agreed it sounded like a great idea. However, PC currently does not have a dedicated testing center, and so logistically we would not be able to support this effort at this time. However, all parties at the meeting are advocating that PC develop a testing center with adequate capacity to serve our local students, which would include not only our own online students who may be required to take a physically proctored exam, but also DRC students, and

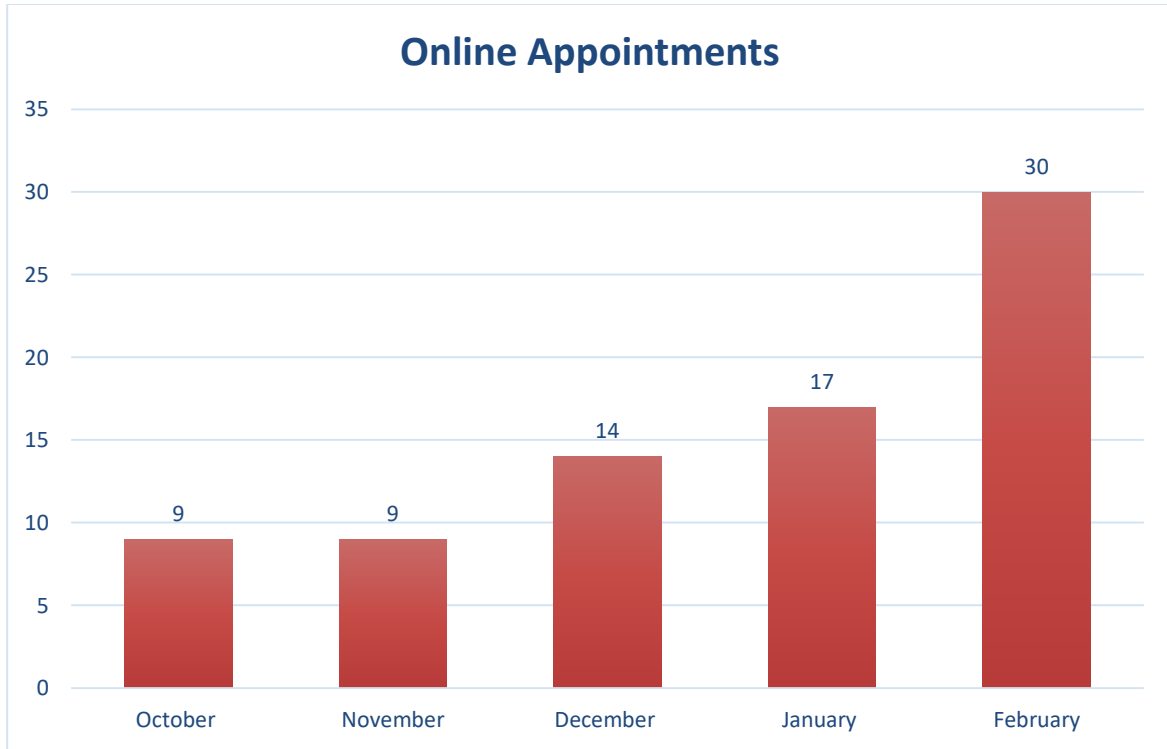
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students from other colleges who may need testing done here. Committee members are encouraged to continue advocating for this effort.

11. Next Meeting, Tues. March 24th

Cranium Café

2/25/20



Month	Online Appointments
October	9
November	9
December	14
January	17
February	30