Distance Education Committee
Notes
Tuesday, Feb. 5, 2018
Time: 2:15 – 3:45
Location: Fox 101

I. Call to order Mtg. was called to order 2:17 pm.

II. Approval of agenda Kea noted that Jasmine Colon will be presenting on Open Educational Resources, and asked DE Comm to be flexible in order of agenda to accommodate Jasmine’s presentation. DE Comm approved.

III. Approval of notes to DE Comm Dec. 4 meeting

IV. Announcements & information
   A. Academic Senate update (Kea)
      1. WVC Policy on Regular and Substantive Interaction
      2. Policy document “Definition of Online, Hybrid and Face-to-face Courses”
         which includes use of Canvas for all online/hybrid course
      Chair Kea will be attending the Feb. 26 WVC Ac Senate meeting to receive feedback/comments from Senators on the WVC Policy on Regular and Substantive Interaction. She will also be sharing the draft policy doc on online/hybrid/F2F courses with the Senate at that meeting, and ask Senators to share with constituents and gather feedback.
      Dean Gamba suggested that both docs be shared with all WVC department chairs (with cc to Deans and VPIs) to ensure communication on this is widely shared. Chair Kea will send out email.

   B. Update on Proctorio (Clay/Gamba) Dean Gamba has been in contact with Jay Field, a director at OEI. The application process to become an OEI college (which would allow WVC to use Proctorio at no charge) has not yet been released. Mr. Field has assured Gamba that he will be contacted as soon as the word gets out.

   C. Update on Quest/SmarterMeasure (Kea/Byers/Gamba) The SmarterMeasure survey has been implemented in a few pilot courses: three counseling courses (Kea thanked Angelica Bangle, Elise Johnson, and Michael Byers for their participation in the pilot project) and in Kea’s microeconomics online course. Feedback from the pilot faculty will be shared in future DE Comm meeting.

   D. Canvas update (Gault)
      • SpeedGrader - Rubric Additional Comments Text Field
      Summary: When used within a rubric, additional comments can be added for a rubric directly in the SpeedGrader sidebar. Comments are displayed directly below each criterion.
      Change Benefit: This change consolidates commenting within the SpeedGrader sidebar and aligns functionality of all other SpeedGrader comment types.
- **Commons - Favorites and Downloads Sorting**
  Summary: Resource cards display the number of times a resource has been downloaded or imported and the number of times a resource has been favorited. Users can also sort search results by Most Favorited and Most Downloaded.
  Change Benefit: This update allows instructors to easily view how many times a resource has been favorited and downloaded. It also allows instructors to sort search results by Most Favorited or Most Downloaded.

- **DocViewer- Stylus Support**
  Summary: DocViewer supports the use of a stylus for annotations in certain browser configurations on touchscreen devices.
  Change Benefit: This feature allows instructors and students to use a stylus to make annotations in DocViewer on supported touchscreen devices.
  Affected User Roles: *All Users* - Stylus functionality is supported for any user who can access DocViewer. Support is provided for the Microsoft Surface Pro running Windows 10 using the Chrome or Edge browser. Stylus support is limited to Bamboo Ink and any stylus officially supported by Microsoft for the Surface Pro. Limited stylus compatibility is also available in the Firefox browser.

- **Rich Content Editor** - Commons Favorites Importing
  Summary: Instructors can view and import content from their Commons Favorites list directly in the Rich Content Editor in Canvas.
  Change Benefit: This feature gives instructors access to import favorite content from Commons directly in their Canvas course.
  Affected User Roles & Behaviors: *Instructors* - Instructors can use the Commons Favorites button in the Rich Content Editor toolbar to import favorite content from Commons.

- **Files Thumbnail Images**
  Summary: When a user embeds an image into the Rich Content Editor, the Canvas files folder structure displays thumbnail images.
  Change Benefit: This change allows users to view a small version of each image before embedding the image in the Rich Content Editor.
  Affected User Roles & Behaviors: *User Role* - When a user selects a Canvas file to embed in the Rich Content Editor, any image files in Canvas display a thumbnail version of the file to help identify the file. This functionality was temporarily unavailable after the Rich Content Editor was updated in a previous release.

E. Name change in Canvas accounts (Gamba) Dean Gamba reported on Provost Pouncil’s email re: removal of option for students to change their name in Canvas roster which appears in the gradebook. Students who wish to have their name changed must contact Max Gault and provide a short rationale for the request.

F. DE Task Force update (Gamba) DE Task Force last met in early December where they had substantive discussion on the structure of the DE program in terms of staffing and organization. The Task Force will be working on faculty training
In Spring 2019, the Task Force will be moving to a monthly meeting with next meeting on Feb. 27th. Questions re: DE Counselor and administrative support to be determined.

G. Curriculum Comm update (Clay) Focus in Spring 2019 is on programs, not courses (with a few exceptions of courses remaining from the Fall agenda). Whitney has been working with language faculty on the Language lab courses, which originally did not meet minimum guidelines for regular and substantive interaction (when presented in Fall 2018). As a result, the language labs have now passed Curriculum Committee screening and are an optional lab for students.

H. Online Teaching Conference 2019 Funding has been secured from the Student Equity and Success Office, the CTE/Workforce program, School of Professional Studies, School of Social Science and the DE Program to send nine faculty to OTC 2019. Other schools/divisions are being contacted to provide funding for additional faculty. Email announcement of funding for faculty to attend will be sent out within the next two weeks.

V. DE projects

A. Presentation on Open Educational Resources (Jasmine Colon) Jasmine gave a presentation on OER resources on the WVC library webpages. Various definitions of OER were given, and Jasmine showcased OER webpages with info by WVC schools/divisions. Why use OER? Decrease costs to students and is flexible for faculty to use. Presented 5 R’s: Retain, reuse, revise, remix and redistribute. Different licenses and attributions were explained, along with a list of major repositories for textbooks, images and videos. Biggest issue in OER is accessibility, and Jasmine noted that it is the responsibility of faculty who use OER to ensure accessibility. Bigger question of who is responsible for determine accessibility at WVC was raised, and discussion ensued.

B. Spring 2019 workshops

1. Debrief on Jan. 25 Accessibility workshop (W. Clay) Whitney explained that the workshop was experiential in nature, providing faculty with insights into the challenges faced by students with different disabilities (sight, sound, mobility, attention span).

2. Schedule of planned workshops

• “Faculty Presents” workshops, 2nd Mon., Fox 106 (Feb./March/April) This coming Monday, Feb. 11, 2:05 – 3:00 pm is “Recording with Screencast-O-Matic” presented by Rebecca Cisneros and Vicky Kalivitis. DE Comm members were encouraged to attend, and to encourage faculty in their areas to support our colleagues and learn something new!
• Canvas Tools workshops, 2nd Tues. & Wed., Fox 105 (Feb./March) Kea noted that at the last Canvas workshop in Fall 2018, no one attended. Suggestion that the upcoming workshop be more of a hands-on, personalized workshop for faculty who need help in managing/setting up their Canvas course shells.

• OEI Course Design workshops, 4th Tues. & Wed., Fox 105 (Feb./March/April)

• Accessibility workshops, 2nd Tues. & Wed., Fox 105 (April)

C. DE webpage/handbook project
1. Preview of updated DE webpages (Clay) The preview of webpages was postponed due to time.
2. Student Online Readiness Survey (Sandoval/Kea): review of second draft of response blurbs Chair Kea shared hard copies of the latest draft. DE Comm members were asked to review the draft and provide comments/revisions/suggestions by the following week. Kea will send out reminder.

D. Discussion of “Are You Canvas Ready for Next Semester?” tool for faculty Chair Kea noted that this document was not finalized last Fall, and would have been a useful tool for new faculty. DE Comm members were provided with a hard copy and asked to review the document and provide comments/revisions/suggestions by the following week. Kea will send out reminder.

E. DE Newsletter
1. Feb. 2019: Introduction to the OEI Course Design Rubric (lead: Kea/Clay) Feb. 2019 issue was released last Thurs., Jan. 31 and have rec’d about 40 views thus far. Kea encouraged all DE Comm members to promote reading of DE Newsletter to faculty within their areas.
3. April 2019 Kea asked DE Comm members for ideas for April and May issues.
4. May 2019

F. Other

VI. Future agenda items
A. ADA/accessibility issues re: publisher materials
B. FERPA & the “People” tab in Canvas course navigation bar
C. Board Policy & Administrative Procedures on Distance Education: BP 4105 (non-existent) and AP 4105 (“in progress”)

VII. Adjourn Mtg was adjourned at 3:45 pm.