



Distance Education Advisory Committee  
 Meeting Minutes  
 September 17, 2015  
 Library 162

**Meeting Materials:**

- Online Student Survey questions

**Present** (\*Attendees via CCC Confer)

Elana Azose	Ambika Silva	Howard Story	Lloyd Noonan*
Kevin Degnan	Malinnil Roeun*	Celia Valdez*	Gema Perez
Mary McMillan	Margaret Steinberg	Saul Panski*	Moon Ichinaga

**Guests:** Sarah Di Fiori and Betty Sedor

**Welcome, Introductions, and Committee Compositions**

Mr. Story welcomed new and returning committee members and had them introduce themselves. He mentioned that the DE program at both campuses is flourishing, with section numbers increasing. Mr. Story reported that TSA is looking for a College to provide a training program for its airport security agents in California, and that they want to do most of the training online. El Camino has submitted a proposal for that contract.

**Student Survey – Research Office**

Mr. Story called the meeting to order, and introduced our guests from the Institutional Research office: Irene Graff and Jessica Sanchez. He noted that the proposed survey of online students and faculty is online and also was handed out at the meeting. The research office is responsible for administering this survey.

Ms. Graff stated that the research office needs feedback from DEAC on the survey, so it can be adjusted as necessary. The results of the last survey -- 3 years ago -- are available online. This time around we can perhaps look at some ETUDES data to see, for example, when students are checking in, and whether late check in correlates with lack of success, etc. Also, there have been changes in professional development requirement for DE faculty. We need to see whether that has had an effect on student outcomes. The research office wants to hear from DEAC what else will be meaningful.

Discussion will continue at the next meeting, after DEAC members have had a chance to review the document. The committee discussed whether to administer it in fall or spring; spring was generally agreed to be the best time.

**DE Institute 2015**

We had a hiatus of the DE Institute because of lack of staff, but now we have scheduled one for November 20 of this year. DE and the Staff Development Office have met and are developing the program. We have a commitment from OEI to give a presentation at the keynote session. Mr. Story informed the committee that the hot topic in our system is the selection of the Canvas

Learning Management System by OEI. He reminded the committee that the LMS is just a tool and only one of the many integrated resources and services provided by OEI.

A request for proposals will be going out to faculty and staff that may be interested in presenting at the Institute.

### **OEI: Resources**

- Student Readiness Tutorials
- Course Design Rubric and @One Standards
- Common Course Management System
- Other resources:
  - 24/7 Tutoring
  - Online Proctoring
  - Online Counseling
  - Course Exchange

Mr. Story reported that any and all of these resources would be available to ECC faculty and students without adopting Canvas except the course exchange. Colleges in our system will pick and choose the resources they want to take advantage of.

The committee viewed part of a OEI produced tutorial video titled “Introduction to Online Learning,” as an example of a resource available to students.

Gema reported that this video is now available for all the colleges to download and make available to students, and it can be branded with the El Camino logo. Mr. Story suggested this would benefit new students who are lost when they register for their first online course. The DE Office will add this resource to the website and look at how other videos can be utilized in our DE program.

### **Implementation/Adoption of New LMS @ ECC**

Currently El Camino uses the Etudes Course Management System. Mr. Story asked that the committee continue the discussion started at the last DEAC meeting April 2015 regarding the possible adoption of the OEI supported Canvas CMS. OEI recommends a 15-month conversion process, to help a campus get from whatever system it is using to 100% Canvas. That 15-month process should include overlap with our current LMS because we cannot just abruptly stop ETUDES and start Canvas. Thanks to OEI grant funds, the cost to use Canvas is free until 2018-19. Mr. Story suggested we should consider joining the second cohort, which starts in the spring of 2016. Discussion followed on how to start the process of getting input from the stakeholders (online and traditional faculty, managers, administration, staff, Admissions Office, Staff Development and ITS). Concerns were expressed regarding Faculty work-load to transition their courses from Etudes to Canvas. Some of the work would have to take place over the summer. Mr. Story added that OEI offers a professional development component that would assist faculty in the best practices for using Canvas.

Mr. Story suggested that DEAC work closely with the Academic Senate to take a leadership role

and begin consideration for the adoption of the Canvas LMS or to stay with the Etudes LMS. The committee drafted the following recommendation:

**DEAC Recommendation**

The Distance Education Advisory Committee recommends that the El Camino College District consider adoption of the California Community Colleges' supported OEI Common Course Management System, Canvas, and explore implementation as part of the second cohort which begins April 2016.

***Action Taken:* Present voted in favor recommendation.**

**Etudes Summit—October 28-30<sup>th</sup>**

Mr. Story reminded everyone that El Camino is still an Etudes campus, and as such, are encouraged to attend the Etudes Summit in October.

Mr. Story and Gema will report back in the November meeting any new items or innovations from the summit.

**Next Meeting: Thursday, October 15, 2015**

### Canvas Implementation Cohorts: 15-Month Conversion Process

Cohort Number	Implementation	January	February	March	April	May	June	July	August	September	October	November	December	Teaching on Canvas
Cohort #1	Starts Fall 2015 October 2015	Start Running Canvas Parallel with Your Legacy CMS/SLMS	Parallel	Parallel	Parallel	Parallel	Parallel	Parallel	Parallel	Parallel	October 2015: Start Implementation	Implementation	Implementation	Retire Legacy CMS/SLMS in Spring 2017
														December 2016: Complete Full Conversion
Cohort #2	Starts Spring 2016 April 2016	Parallel	Parallel	Parallel	Parallel	Parallel	June 2017: Complete Full Conversion	Start Running Canvas Parallel with Your Legacy CMS/SLMS	Parallel	Parallel	Parallel	Parallel	Parallel	Retire Legacy CMS/SLMS in Summer 2017
Cohort #3	Starts Fall 2016 October 2016	Start Running Canvas Parallel with Your Legacy CMS/SLMS	Parallel	Parallel	Parallel	Parallel	Parallel	Parallel	Parallel	Parallel	October 2016: Start Implementation	Implementation	Implementation	Retire Legacy CMS/SLMS in Spring 2018
														December 2017: Complete Full Conversion
Cohort #4	Starts Spring 2017 April 2017	Parallel	Parallel	Parallel	Parallel	Parallel	June 2018: Complete Full Conversion	Start Running Canvas Parallel with Your Legacy CMS/SLMS	Implementation	Parallel	Parallel	Parallel	Parallel	Retire Legacy CMS/SLMS in Summer 2018
Cohort #5	Starts Fall 2017 October 2017	Start Running Canvas Parallel with Your Legacy CMS/SLMS	Parallel	Parallel	Parallel	Parallel	Parallel	Parallel	Parallel	Parallel	October 2017: Start Implementation	Implementation	Implementation	Retire Legacy CMS/SLMS in Spring 2019
														December 2018: Complete Full Conversion
Cohort #6	Starts Spring 2018 April 2018	Parallel	Parallel	Parallel	Parallel	Parallel	June 2019: Complete Full Conversion	Start Running Canvas Parallel with Your Legacy CMS/SLMS	Implementation	Parallel	Parallel	Parallel	Parallel	Retire Legacy CMS/SLMS in Summer 2019

End Worksheet