

	Distance Education Advisory Committee Meeting Minutes September 27, 2016 Library 162	Meeting Materials:
		• OEI Course Design Rubric • ECC Canvas Waiver • Requirements & Procedures • Online Course Review Checklist

Present (*Attendees via CCC Confer)

Judith Crozier*
Mina Colunga-Trevis
Bill Doyle
Mark Fields
Tuan Hua

Mary McMillian
Lloyd Noonan*
Gema Perez
Malinni Roenun*
Rebecca Russell

Howard Story
Celia Valdez*
Lauralee Welsh

Welcome and Introductions

H. Story welcomed the committee and asked everyone to introduce themselves.

Meeting Date

Historically, DEAC meets on the 3rd Thursday of the month. To facilitate attendance, the meeting has been changed to the 4th Tuesday of the month. This was the best option as there are so many meetings on Thursday.

DEAC meeting dates for Fall 2016:

- October 25
- November 29
- December – no meeting

Canvas Update

The College has adopted Canvas and faculty are excited and anxious to use Canvas. This was reiterated in feedback received from faculty that attended the Canvas update flex day presentation. Faculty were looking for Canvas training or hands on demonstration, not an update informational.

A kick-off teleconference is scheduled with the Instructure team from Canvas Wednesday, September 28th at 11am. ITS, Distance ED and Instructure will be working together to implement Canvas at ECC. This meeting will also guide and shape the tentative timeline.

At present, timeline is for a Winter 2017 pilot offering and to make Canvas available to all faculty Spring Semester 2017. ITS and Distance Ed will continue to support Etudes through the Etudes and Canvas implementation process.

H. Story informed the committee on the formation of an Etudes/Canvas implementation

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committee; which met over the summer to guide the campus with the transition to Canvas.

H. Story noted that the license for Canvas is at the enterprise level and can be used not only for online but also for web-support.

Review Online Teaching Requirements:

<http://www.elcamino.edu/library/distance-ed/facultyresources/files/OTRequirementsProcedures2.pdf>

http://www.elcamino.edu/library/distance-ed/facultyresources/files/ECC_OTC_CourseWaiver2.pdf

H. Story reminded the committee that DEAC is an advisory committee, and any recommendations/motions made here will be forwarded to Academic Senate, and then reviewed by Administration.

The Online Teaching Requirements & Procedures guide the processes through which faculty can teach online. Currently, faculty must take the Etudes training before taking the Online Teaching Certifications. Etudes requires everyone that wants to use their system to be trained by one of their certified trainers.

H. Story proposed to update the online teaching requirements document to reflect the adoption of Canvas.

The online teaching certification course (OTC) should stay in place, but is modified to reflect the new CMS. Etudes will no longer be required to take the OTC. Canvas training should become a requirement if the course is going to be delivered in Canvas.

H. Story also reminded the committee that there is an assignment processes the deans must adhere to. They must make sure that faculty meet training requirements before assigning them to teach Distance Education courses.

M. C-Trevis asked about the Etudes pedagogy training and reimbursement. G. Perez reassured her that she can keep taking training and can go through the waiver process. Also, Trevis asked when Etudes training will be cut off. There is no hard deadline at present. The target is for all faculty to be on Canvas before the Summer semester of 2018.

L. Welsh made the motion to eliminate “Etudes” certification and replace it with “Canvas” certification/training.

Motion was passed unanimously.

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Online Course Review Checklist:

http://www.elcamino.edu/library/distance-ed/facultyresources/files/ECC_OCR_Checklist.pdf

The Online Course Review Check list was developed after reviewing best practice documents like the Quality Matters rubric. The DE Office uses this check list to review online courses developed by faculty who have gone through training and have experience teaching outside of ECC and want to be waived from taking the Online Teaching Certification.

H. Story reminded the committee of OEI's grant funding efforts, tools, and guidance. One of the initiatives to gain momentum, aside from the adoption of Canvas, is the Online Course Design Rubric. This rubric is used as a standard for the State's pilot course exchange program. In order for your course to be offered in the exchange, it has to be vetted using this new rubric.

H. Story would like the committee to consider the adoption of this rubric over the old Online Course Review Checklist. Faculty can start using incorporating the rubric during their transition from Etudes to Canvas.

OEI Rubric:

<https://sites.google.com/site/course设计rubricoeifinal/home>

Mark Fields reviewed the OEI Rubric with the committee. He is working with the State Chancellor's office as a course design reviewer for the course exchange pilot.

The reviewers are looking for the following elements:

- Course Design
- Interaction and Collaboration
- Assessment
- Learner Support

They are not reviewing for content, which is the domain of the faculty teaching/creating the course. Courses are also reviewed for course objective alignment, 508 compliance, and student-teacher interaction. The criterion is to promote student ease of use.

M. Fields informed the committee that he has been appointed to the State Academic Senate Distance Education task force.

M. Fields reminded the committee that locally, Deans still evaluate faculty using criteria found in the

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faculty contract.

M. Roeun asked what the attitude towards the use of publisher content is. M. Fields answered that the reviewers are looking for any publisher content to be self-evident when a student first enters a course.

H. Story noted that ECC is not prepared to join the course exchange, but that adopting the rubric would be a step to readiness.

G. Perez articulated that the course exchange is so students can take classes at multiple campuses without having to apply to each campus, but rather just apply to one of the participating campuses.

M. Fields elaborated on the composition of the OEI staff/team, which includes @One Training, Pat James' office staff, and faculty peer reviews from community colleges throughout the State.

H. Story asked for a motion to replace the Online Course Review Checklist with the OEI's Online Course Design Rubric.

M. McMillan made the motion to recommend the adoption of the OEI Rubric.

Motion passed unanimously.

Canvas Training & Support

H. Story mentioned that a review of Canvas training options has been made. He also stated that close to 100 of the 113 community colleges in our system have made a decision to move to Canvas. Some of our faculty have already gone through training and are using Canvas at other colleges. He submitted a draft of a Canvas training waiver form for consideration and asked for input. The committee agreed a waiver would be a good idea with a regency provision (5 yrs.).

H. Story also mentioned that he has looked at numerous websites and discovered that many colleges offer a variety of Canvas training options including (online, face-to-face, self-paced, drop-in workshops, etc.). Professional Development and Distance Education hope to have Canvas training available for faculty in October.

Items from the floor/ Other/ Next Meeting: Tuesday, October 25, 2016

H. Story announced that the committee will be sent the Distance Education Master Plan for review. G. Perez will send out a draft of that later in the week.

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