LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC Planning Priorities

❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.

❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

DE Committee   Quorum: 4

Members Present (voting):
Scott Vigallon (TLC, co-chair)
Barbara Zingg (faculty-at-large, co-chair)
Bobby August (STEM)
Lyndale Garner (BSSL)
Richard Dry (A&H)
Angelo Bummer (A&H)
Thanh Thao Nguyen (adjunct faculty)

Members present (non-voting):
Yuna Karpelevitch (ASLPC)
Stuart McElderry (Dean)
Jeff Lawes/Barbara Chavez (A&R)

Members Absent:
Nan Ho (VP, Academic Services)
Vacant (PATH)
Vacant (Library)
Vacant (Counseling)

Guests:
Christina Lee

Meeting Minutes

1. **Call to Order**
   a. The meeting began at 10:04 a.m.

2. **Guided Pathways**
   a. Counselor Chris Lee, representing Guided Pathways, addressed the committee about replacing the Student Support Hub in Canvas with the new Support & Belonging Platform that will make its debut in the new Academic & Career Pathways course in Canvas this spring. The main benefit of the new platform is that it is located within the new course, giving students easy access to the course.

      The current hub has seen an average of 1,274 pageviews per month far this academic year. That compares to averages of 1,929 in 2021-22 and 1,379 in 2022-23. In November, there were 877 pageviews.

      One concern is whether pageview data could be generated in the new platform. That has to be researched. Another concern is who will be maintaining the platform. The biggest concern, however, was the design of the new platform. Specifically, many members felt that the predominantly red color was too hard on the eyes and preferred the design of the current hub. Nevertheless, the committee agreed to have the new platform implemented in time for the spring semester.
   b. All LPC students will be loaded into one Guided Pathways Canvas course in January. From there, students will click a link in the course to go to their pathways, which will just be web pages on the LPC site. In the future, students will click their pathways and go to MyPortal and other district apps.
   c. Guided Pathways is planning for the posting of graphical announcements at the subaccount level in Canvas. They are working with Chip Woerner in Public Relations/Marketing on the announcements. Scott has been testing these announcements prior to going live. The announcements will be at the top of everyone's Dashboard, pushing their course tiles down in the browser window, so everyone will have to scroll down to get to their courses. Committee members did not like this and felt it would cause confusion among students and instructors. A compromise was offered whereby the length of the PDF announcement would be cut in half so course tiles would be visible.

After Chris left, the committee created, then passed, the following resolution unanimously in a roll-call vote: "It is the policy of the DE Committee that global announcements must allow at least one row of classes to be fully visible." The resolution will be shared with Guided Pathways.

d. The contractor who designed the Academic & Career Pathways course also created customized code for LPC instructors who wish to improve the design of their courses. The use of selected examples of the code will be incorporated into Wanda Butterly's Advanced Design Tips TLC workshop in the spring.

3. **Committee governance issue**
   a. At the behest of the committee, following our October meeting, Scott informed the President's Office that the committee does not want to report to the Academic Senate any longer because of the restrictions of the Brown Act. Scott also informed the Senate of this request at its November 8 meeting.
      1) Senate President Ashley Young said in an email December 6: "About your committee, spoke with the past presidents of Senate and the executive committee and we are all in agreement that your committee firmly falls under the academic Senate purview. Therefore, you cannot switch and report to someone else. I think the way to think about this is that you have been lucky to have escaped the recognition of others, especially the accreditation committees. However, now going forward we will require that you comply with the Brown act. Since it is the law."
   b. Scott asked the committee if it wanted to switch the days and times of our meetings in order to make it easier for people to attend. The committee tasked Scott to send out a Doodle poll to possibly determine a new day and time. The times to choose from are the second or fourth Mondays from 2:30-4:30, the second or fourth Wednesdays from 2:30-4:30, Fridays from 9:30-11:30, and Fridays from 10-noon. If an acceptable new meeting day and time cannot be determined, the committee will continue the status quo.
   c. Scott was informed that agendas must be sent to the college 72 hours prior to the meeting date. So instead of sending them out the Thursday before the meeting, he will have to send them out on Tuesdays. He is planning to still send committee documents to the committee members on Wednesdays.

4. **Approval of October minutes**
   a. Bobby motioned, Richard seconded. Minutes approved unanimously in a roll-call vote.

5. **Updates**
   a. The first TLC workshop on AI, titled Exploring the Basics of Generative AI, took place December 7 and had six participants. During the spring semester, the TLC is planning to offer that workshop again, along with a series of AI workshops on course-building in ChatGPT, creating presentations, creating images, and detection.
   b. The TLC Insight Team, which is the group that will submit a proposal for the re-envisioned TLC, has met twice and will meet again in late January. Subgroups have been formed to discuss and make recommendations for two of the bigger topics, the Purpose and Function and Physical Space of the new TLC. The goal is to have the final proposal submitted to the President's Office by the end of March.
   c. At our September meeting, the topic of allowing students in face-to-face classes to participate remotely when they are sick was broached. Scott brought the topic to VP Nan Ho, who said she will review the language that former VP Kristina Whalen sent to faculty in an email November 1, 2022, and make a decision.
   d. At the same September meeting, during a discussion on the implementation of Turnitin Authorship, it was suggested that English faculty be given the same access as deans and VPs for investigating plagiarism cases. Since no date has been set for the implementation, VP Ho said she will wait to discuss the issue with the deans, including Joel Gagnon, around the time of implementation.
   e. The State Chancellor's Office is working on simplifying the attendance accounting funding model for DE courses in order to give colleges more flexibility with their DE offerings and to meet the needs of students who want to take short-term classes or classes that don't fit within the typical semester schedule. The first reading of the new changes will be presented to the Board of Governors in January.
   f. The statewide Distance Education and Educational Technology Advisory Committee (DEETAC) is slated to begin work on definitions for hybrid and HyFlex classes that will be used by all CCCs.
   g. The annual DE Student Satisfaction Survey was launched December 4. Scott recently added a question asking students

how they are using AI. Results will be presented to the committee in January.

h. The Online Teaching Conference will take place June 26-28 in Long Beach. Registration is open, and early bird pricing through May 24 is $499.

6. **CVC-OEI**

   a. The CVC executive director met with the district Senior Leadership Team December 4 to explain the process for LPC and Chabot to become Teaching Colleges in the CVC Exchange. Chancellor Gerhard committed the district to participating in the February 2025 cohort that will do the work necessary to enter the Exchange as Teaching Colleges. That was the earliest cohort start that was available, but the chancellor asked that if an opening arises earlier, like possibly this February, that we be placed on a waitlist. The entire implementation process takes eight weeks with 1-10 hours per week of work for team members. Those team members will come from the Office of Instruction, A&R, Financial Aid, Fiscal Services, and ITS.

      1) There are currently 55 Teaching Colleges in the state and 4,321 cross-enrolled students. The CVC's goal is to have 15,000 cross-enrolled students by the end of the academic year.

7. **Course review**

   a. Committee members gave updates on the status of their course reviews. Two instructors were exempted from the review because one was already approved at Chabot, and the other successfully met equivalency. One instructor recently completed the OCDP.

8. **Canvas**

   a. District ITS has agreed to pay for Impact by Instructure. Impact will allow Canvas admins to pull important data, particularly from third-party apps that are installed in the Canvas system. The feature that enables popup messages to instructors and students will not be used. The implementation date will most likely be in March since Scott and Wanda have to go through 6-8 weeks of training. A kickoff meeting has been set for January 8.

   b. At our October meeting, the committee tasked Scott with working with our Canvas rep and Chabot to develop a transition plan to migrate from Classic Quizzes to New Quizzes. A tentative timeline was created.

1) Spring 2024: Collect training resources, and input them into a Canvas course that can serve both colleges.
2) Summer 2024: Begin the transition to New Quizzes by offering training and resources.
3) Fall 2024: Ramp up training of all faculty in New Quizzes.
4) Spring 2025: Faculty begin migrating to New Quizzes in their classes.
5) Fall 2025: Turn off Classic Quizzes.

Since Canvas has yet to announce its deadline for sunsetting Classic Quizzes, our Canvas rep warned that our timeline might have to be moved up if it sunsets Classic Quizzes prior to Fall 2025.

c. A new interface for Discussions in Canvas will be enforced on July 20, 2024. Since July 20 is in the middle of the summer session, the new interface will have to be enforced locally just before the first summer session begins. Among the updates to Discussions are a choice between a split-screen view and an inline view for discussion threads, a discussions history view, more sort and filter options, and an enhanced search. The checkpoints feature in Discussions, which will allow for multiple due dates, has not been released yet. It is supposed to be released early in the new year. Announcements is also getting a facelift to improve accessibility and provide design consistency, but no functionality has been changed.

Training will commence in the spring. Resources will also be sent out to faculty.

d. Canvas also announced that its Rubric tool will also be upgraded and will replace the current tool in April. Among the enhancements will be drag and drop for rating order or criterion arrangement, copying or duplicating criteria, and the ability to preview the rubric before publication. Like Discussions and Announcements, there will be resources and training for rubrics in the spring.
e. If any instructors have students submit assignments via Google tools, that process will change, too, after the spring semester with an upgraded Google Assignments tool. This upgrade integrates other Google tools in Canvas.

9. **Other issues**

a. None broached.

10. Adjournment
   a. The meeting was adjourned at 11:48 a.m.

11. Next meeting
   a. TBD, Room 2410 and Zoom