



DE COMMITTEE MINUTES

March 22, 2024 | 9:30 a.m. | Room 2410 and Zoom

Meeting Minutes

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)

Members present (non-voting):

Angelo Bummer (A&H)

Yuna Karpelevitch (ASLPC)

Nan Ho (VP, Academic Services)

Stuart McElderry (Dean)

Barbara Chavez (A&R)

Members Absent:

Lyndale Garner (BSSL)

Richard Dry (A&H)

Thanh Thao Nguyen (adjunct faculty)

Vacant (PATH)

Vacant (Library)

Vacant (Counseling)

Guests:

Jennifer Farber (Computer Center)

1. Call to Order

- a. The meeting began at 9:33 a.m.

2. Approval of February minutes

- a. Minutes vote tabled to next month.

3. Public comments (3 minutes)

- a. None

4. Reports (Scott)

- a. There were three DE-related sessions at Flex Day yesterday. The ChatGPT Basics for Teaching session by Scott and Bobby drew 25 people. The Canvas Discussions Changes session by Scott and Angelo drew 9 people. The Using Pronto to Engage Your Students session by Scott and mostly by our Pronto rep, Lauren Luker, drew 10 from LPC and 29 from Chabot (it was Zoomed). All three sessions went well.
- b. District Technology Coordinating Committee notes from its March 8 meeting:
 - 1) There's a new software acquisition form that IT managers around the district have been working on. According to CTO Bruce Griffiin, the form is needed because the two colleges often buy software separately when only one instance is needed. There's also been a prioritization issue. Additionally, there's a need to do a better job of checking software for security and accessibility. The form will be located on the ITS web site. Feedback was given on the form, and it will be revised based on that feedback.
 - 2) Bruce said that at the April 12 meeting, the TCC will discuss technologies surrounding artificial intelligence.
 - 3) The TCC will formally recommend to the chancellor that a Digital Accessibility Advisory Group (or governance body) be created with representatives for faculty, Classified, and administrators at all three sites. The proposed duties of this group was shared.
- c. Wanda emailed faculty March 4 to solicit voluntary Canvas course web accessibility checks. So far, two instructors have responded.
- d. 3C Media is available again for captioning of videos. It's free and can be used as an alternative to Canvas Studio for this purpose. Users need an account at

www.3cm mediasolutions.org.

5. Old business

a. Course review

- 1) So far, three instructors passed course review on the first try, and one completed the OCDP.

b. New Quizzes training

- 1) Scott met with Wanda Butterly and the two Canvas admins from Chabot on February 26 to discuss the New Quizzes resource site in Canvas that is supposed to be available to faculty at both colleges this summer. Scott organized the site and added lots of resources. Chabot will add resources pertaining to item banks and publisher bank, along with information on question types for STEM classes. The group will meet again Monday to review the site, set a launch date for the site, set summer workshop dates and times, and set a date to notify faculty.

Scott showed a preview of the site.

c. Substantive Change

- 1) VP Nan Ho gave an update on Substantive Change. As mentioned last month, the college received a letter from the ACCJC to inform it within 30 days of any new or existing programs where 50 percent or more of the total program (including GE courses) will be offered via DE. This includes online courses, hybrid courses, and HyFlex courses. Fifty-one programs were submitted to the ACCJC and subsequently approved.
 - i. Additionally, the college has to receive additional Substantive Change approval because 50 percent or more of our student population is enrolled in at least one course offered through distance education, and 50 percent or more of all our institution's courses are offered via distance education. Because LPC met the latter two conditions, it will have to go through an administrative approval process by the ACCJC. The process includes 12 accreditation-type questions, along with supporting evidence and other documentation.

6. New business

a. Fall 2023 DE rates

- 1) DE rates for Fall 2023 were positive as evidenced by the retention rate of 84%, which equaled the highest ever for a fall semester at LPC, set in Fall 2022. The success rate of 71% for Fall 2023 was the second highest ever for a fall semester, trailing only the 73% mark set in Fall 2020.

Breaking Fall 2023 DE courses down by modality, synchronous, the combination of synchronous and asynchronous, and hybrid courses all had success rates of 77%, followed by asynchronous at 71%, and HyFlex at 68%. Hybrid courses had the highest retention rate at 89%, followed by synchronous and the combination of synchronous and asynchronous at 86%, asynchronous at 84%, and HyFlex at 81%. These rates were, on the whole, a bit lower than corresponding rates for Spring 2023.

The committee was asked what, if anything, can be done to improve the rates.

b. STAC/STARTE form

- 1) The STAC/STARTE program is what the district uses to pay for certain software programs used for online learning, such as Ally, NetTutor, Pronto, and Proctorio. The price for Ally and NetTutor haven't changed since last year, though we might need to purchase additional hours of NetTutor since the Tutorial Center is no longer offering online tutoring for Math. Pronto's price increased from \$1.97 per FTES last year to \$2.35. Proctorio's price not only increased from \$13.50 per FTES to \$14.00, but we'll most likely have to pay for more users. Last year, we paid for 2,200 users, and as of late February, LPC had 2,719 users. Because paying for overages was not in the Proctorio license, we haven't had to pay for the extra users. The Proctorio rep suggested paying for 3,000 users for 2024-25.

7. Information items

- a. At its March 15 meeting, the TLC Insight Team voted to propose to the President that the name of the Teaching and Learning Center be changed to the Professional Development Center in order to encompass all employees. It also discussed feedback to the draft final proposal for the re-envisioning of

the TLC. That feedback was incorporated, and the final proposal was sent to the President on March 19.

b. Canvas updates

- 1) As a reminder, both LPC and Chabot will switch over to the new Discussions Redesign in time for the summer session. Thus, it will be activated May 28, which is the first day of the first summer session. A [Canvas Discussions](#) resource web page was created, and it was shown to the committee.
- 2) The Pope Tech Dashboard, which gives instructors an overview of accessibility for each individual course, as well as an overview of all the courses they teach, will be installed August 5 in time for the fall 2024 semester.
- 3) Canvas announced March 6 that it had decided not to deprecate the Google Apps 1.1 tool, and thus, will not force institutions to upgrade to Google Assignments 1.3. Because of reported issues with 1.3, and because seemingly nobody is even using 1.1, we will not do the upgrade this summer.
- 4) Canvas announced that it is upgrading the JQuery that guides the javascript in its product. We use javascript to do the following: add the Student Support Hub icon and the Pronto icon to the global navigation menu, get Ally to work, and get Watermark, which powers our online student surveys, to work. The latest upgrade was March 13, and no adverse effects were noticed. More upgrades will take place in the near future.
- 5) Emails from Kristen Whittaker, Applications Services Manager at District ITS, on March 19 and 21 mentioned that the files that transmit data from Banner to Canvas were still not working as a result of the migration of Banner to the Oracle cloud last week. The main effect is that added or dropped students are not being processed in their Canvas classes. The emails said the files are supposed to begin working again tomorrow.
- 6) Regarding the disabling of unnecessary Canvas roles that our committee determined last month, Barbara had said that she would approach Tutorial Center Coordinator Jin Tsubota about the Tutor role. Barbara reported that Jin does not need that role. It will be disabled with the others prior to the fall term.

c. The Department of Education's Program Integrity and Institutional Quality negotiated rulemaking sessions ended

on March 7. Despite tons of suggestions and hours of discussion from the national DE community, none of the DE issues reached “consensus” among the negotiators. This means that the Department has the responsibility to write proposed rules. One of those proposed rules is this: For all DE courses, institutions would need to document attendance and take action for 14 days of non-attendance. This has to do with refunding federal financial aid for students dropping or getting dropped from DE classes.

The Department proposed the following to “simplify” and improve the accuracy of determining the student’s last day of course activity:

- 1) Require that attendance be taken in all distance education courses. While they used the word “attendance,” they still seem to mean documenting the last instance of academic engagement for each student. An exception for dissertation research courses was added.
- 2) Within 14 days of a student's last date of attendance, document a student's withdrawal date.

Scott already tells faculty to note the last day of attendance for students in the email he sends prior to every semester. The difference in the proposed rule is that faculty would be required to keep attendance.

8. Adjournment

- a. The meeting was adjourned at 10:53 a.m.

9. Next meeting

- a. April 26, 9:30-11:30, Room 2410 and Zoom