



## DISTANCE EDUCATION COMMITTEE

### Adopted Minutes

February 25, 2013

Room 101

3:00 p.m. – 4:30 p.m.

Dale called the meeting to order at 3:04 p.m.

Dale Crandall-Bear, Chair; Ferdinanda Florence; Jeffrey Lamb; Scott Ota; Philip Petersen; Svetlana Podkolzina; Sandra Rotenberg; Robin Sytsma

#### **1. 2012 Canvas Video Contest Winner**

#### **2. DE Coordinator Report / Updates**

Dale was quite impressed when looking at the Canvas SLO tools and how it was put together. Canvas looked at how to set up tools without creating extra work for faculty. It is essentially built so SLOs can piggyback onto the grading process without much other data collection required. Dale can set the end date of course to a previous date so students won't have access to that content. He will talk to Canvas about that because if you actually end the course, rather than just setting an end date, everything disappears and can't be accessed.

#### **3. Chancellor's Office Webinar Video Excerpt: San Diego Community College**

#### **4. Proposal for Online Faculty Training Certification Process**

Today's major focus is to begin work on the faculty training and certification process. While transitioning to Canvas there will be an opportunity to initiate a faculty training procedure and also a course review process. Essentially all courses will be recreated in the new system so this will be the perfect way to do that. Two key components to start with are the faculty professional development training certification and the course review. A Committee goal this semester will be to go over the proposals, revise them, and finalize them. Dale will take the proposals to the Academic Senate for information and discussion and to a second meeting as an action item for Senate approval. If the Committee can finalize the training proposal today, Dale will take it to the Senate next month for discussion. Ideally he would like to have both components in place by the end of this semester to be official when training starts.

Dale would like input from the Committee on the first four workshops. He researched other campuses that have from 3 to 17 workshops in their training. He knows what he can cover in an hour and created the first three workshops on: 1) getting started and getting people familiar with the shell; 2) more in depth and working with tools; 3) learning some interactive tools. These workshops will be taken in sequence and could be made longer and/or add additional workshops. He would like to have this be accomplished well without too lengthy of a process. Sandy suggested using a six-hour Flex day to fit all the workshops into. That would be a reasonable amount of time to spend building an online class and learning tools or break it up into a couple of days. Dale noted that 90-minute workshops or having more

workshops would be reasonable. Ferdinanda opined it would be best for faculty to not do all the workshops in one day to allow unstructured time for them to learn more on their own between modules. Dale stated that parallel training for face-to-face and online will be necessary for instructors who can't attend all the on-site workshops. He spoke with many adjunct instructors who want to begin into online classes and get training but they are teaching at various schools and can't be here easily for six hours. Robin suggested considering how many people will attend face-to-face because the more people who attend the slower the workshops will proceed due to more questions and needed help. Sandy pointed out there can be ways around that by scheduling specific question times, writing questions on the board, etc.

Dale watched a presentation video on a summer 2012 Canvas training at a Boston community college that just made the transfer from Blackboard to Canvas and their numbers were similar to the Solano College DE program. She said there were three key components to their program: face-to-face workshops; online module course; one-on-one labs. Dale would like to do Flex workshops, have online trainings, and then hopefully the College will hire a few mentors to help colleagues with Canvas. Robin recommended part of the training be online to have the opportunity to work with what is taught and assignments could be set up for hands-on learning. Dale would like to have workshops involve instructors in creating their Canvas shell. That is the best way to learn by participating as a student. The Module I assignment would be to actually set up a shell. Dale would like feedback on how to do this. There has to be some accountability that assignments are completed. Faculty could also be required to give some feedback on what they've learned along with assignments. Ferdinanda noted that getting into qualitative measures could be a problem. Rigorous assignments should be satisfactory.

The second proposal to draft will be on course review. As everyone transitions and creates a new course in Canvas, the DE Committee would review it to ensure it is ready to go. The first review would be done in departments in the schools with colleagues. The Boston College guidelines included: if you want to teach in the new Canvas program you need to take specific workshops and have your shell with at least two units developed including the opening part, the syllabus and a couple units built out so that it is enough for someone to say it looks good or more interaction is needed etc. Workshops here could be set up with exercises for instructors to create a couple units with specific parts in it. The training part links up to the course review so that members of this Committee in the different schools can phase it through a timeline to say those courses are ready and good to go. Faculty have two more years they can teach in eCollege. However, eCollege could possibly cancel at any time as they've gotten virtually no response on their digital integration. S/P Laguerre will be speaking with an eCollege rep and will let us know any news on that. Sandy pointed out that faculty need to keep the data to be able to go back and review student data. Even if data has to be exported to a server here, it needs to be stored. That could be built into the cost and Dale will inquire about that. Canvas does My Labs with other colleges so SCC should be able to use that. It will be part of the negotiations.

The fourth workshop Dale put up is on ADA. It is pretty big and required by law and Dale found many other colleges have a separate ADA workshop. Some colleges also have a workshop just on the DE guidelines from Accreditation and the Chancellor's Office. Dale combined both ideas into one guidelines workshop that would not need to be in sequence with the others. DE can make a good case that everyone needs to do the workshop.

Faculty need to know about support services like embedded tutors. If instructors who have a tutor they want hired for their class, the tutor would be embedded in the course shell as an online tutor. Two or three faculty are now experimenting with embedded tutors.

Committee members agreed that the workshops could be longer than four hours total. Dale hopes to have at least two workshops every fall and spring Flex and have the online option available as well. Hopefully those will be ready this summer. A full day of workshops could be an option to give adjuncts the opportunity to have less days to attend face-to-face. A lot of the discussion at the Boston college became a users' group/community kind of thing. It was a very positive interaction for those instructors to talk about online teaching. Dale is working with a student worker now to create a definitive list of everyone who is in the online community and who has completed Canvas workshops. A database will be kept. Dale proposed that the DE Committee be the oversight for Canvas courses. Sandy noted the deans have oversight so their buy-in is needed. Dale has had preliminary conversations with a couple of the deans and also with VP White and he thinks the deans are very happy with this. Dale is proposing that DE create the training certification process and the DE Committee implements the trainings and keeps track of who has met the requirements. That list would be transmitted to the deans at the beginning of every year and Dale would update deans often as new instructors teach online. Deans would make class assignments based on who is on that list. Sandy pointed out the list should be submitted when deans are building schedules and start entering into Banner. At the end of spring they're preparing for fall. So the list could be communicated to them in January for fall classes.

The big issue is that training is required. Dale feels now is the perfect time to do this as the College moves to the new system. All online instructors will have to learn Canvas and just doing those workshops will give faculty their certification. Other colleges are all starting to do this now. Dale will ask IVP White if this proposal has to be taken through the faculty association. Faculty workload will not be increased. A certain part of their flex hours will be directed to this training. The whole workshop program is designed to do as part of their optional Flex, not as an additional requirement.

One workshop a semester, a year, or every five years, could be required for faculty to keep updated and retain certification. This could be a way to encourage faculty to stay current on emerging technologies. They could be required to attend a two-hour workshop and send in a one-page summary about the workshop, for example. It could be part of the same process as the original training with DE maintaining the list. There could be a warning if faculty weren't updating as needed. The process just needs to be logical and reasonable. The DE Committee, as a subcommittee of the Academic Senate would maintain the list and communicate to the deans rather than the deans maintaining it. A waiver clause for the training certification will be added for faculty who have been teaching with Canvas for years at another college. Waivers would be rare in the beginning as Canvas is just getting started. Routine waiver requests could come to Dale and if there are questions he would bring them to the committee agenda. All instructors would need to update and renew their certification.

Dale is approaching the workshops on two different levels. Veteran instructors basically need to learn how to use Canvas and they will have more time to focus on Canvas. New online instructors will learn how to teach online using Canvas. Training certification will be optional for face-to-face classes using eCompanion.

Summary of changes to documents presented: length of workshops increased to 90 minutes; add waiver clause for instructors who have Canvas teaching experience.

Motion to approve DE Instructor Training Proposal with changes – Sandy; Seconded – Robin; passed – unanimous.

Dale will take the proposal to the Senate and then work on the second part which is the course approval, geared towards getting the Canvas courses in process by setting up a way to help people build courses in Canvas with DE checking to ensure they're satisfactory.

Meeting adjourned at 4:17 p.m.

DE Minutes 02.25.13/ca