



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

November 18, 2013

Room 101

3:00 p.m. – 4:30 p.m.

ATTENDANCE	<p>The Distance Education Committee meeting was called to order at 3:10 p.m. by Coordinator Dale Crandall-Bear.</p>
1. Approval of Minutes (10/14 & 10/28)	<p>Members present were Kathleen Callison; Dale Crandall-Bear; Laura Maghoney; Scott Ota; Svetlana Podkolzina; Diana Reed; Sandra Rotenberg; Robin Sytsma; Lauren Taylor-Hill; and Carol Zadnik</p>
	<p>Absent/Excused: Tim Boerner; Roger Clague; Julia Kiss; and Philip Petersen</p>
	<p>Adoption of October 14 Meeting Minutes: Motion to approve – Laura; Seconded – Diana; Passed – unanimously.</p>
	<p>Adoption of October 28 Meeting Minutes: Motion to approve – Diana; Seconded – Kathleen; Passed – unanimously.</p>
2. DE Coordinator's Report	<p>Accreditation Visit. Dale had a good meeting with the accreditation team. The accreditation team read all the evidence, looked at all the minutes, and seemed impressed with what Distance Education has been implementing.</p>
	<p>Canvas Trainings (Wed., Nov. 20, 3-5 p.m. + Jan. flex). Dale asked the training room be cancelled for Canvas training on November 19. He announced one more Canvas training session is scheduled for November 20. There will be a set of four training sessions offered as flex for Canvas in January 2014. All Canvas classes need to be ready by the deadline of March 15, 2014 for teaching in the fall.</p>
3. Preparations for Spring 2014	<p>Update on Canvas-Banner Integration for Spring 14. Dale summarized an update on the Canvas-Banner Integration. He mentioned that J.R. in the IT department is working on the hook-up between the Banner</p>

system and Canvas. When students register for a class, he/she will be added to an instructor's canvas shell. When a student drops a class, he/she will be dropped from the instructor's canvas shell. This process will not be ready by the beginning of the spring semester. Dale and Carol will be loading the rosters for the spring semester. J.R. is working on a single sign on system that will result in an immediate load of students into future Canvas courses.

Website changes presented by Scott. Scott mentioned everything on solano.edu that has information regarding eCollege will be left as is for now. The SolanOnline link will be changed to SCC Online Classes until the branding for Canvas is complete. The link will direct everyone to a new introduction page that will introduce Canvas and ask students to check a list of spring canvas courses. If a student's course is on the list, he/she will then be directed to a page with canvas resources. If a student's course is not on the list, he/she will navigate to the SolanOnline or eCollege link to login. Scott reiterated the page is a navigation page that will fork off and guide the student in the correct direction.

Dale mentioned that all canvas instructors will be sending out an email to canvas students to let them know which platform they will access. Dale assured Svetlana that there would not be a self-enrollment process. Instructors should advise students that the canvas course invitation link only works once and each student should go to solano.instructure.com and bookmark the site to return to his/her course currently.

Svetlana asked if Dale would be sending a generic message to the instructors. Dale mentioned that might be included in the Instructor FAQ Sheet that he and Carol are working on. The spring load is referred to as a quiet load, and students will not receive an email message from the spring load process. Carol mentioned the canvas logon link that will be sent to students by the instructor will work more than once, because it will not be like the invitational link that has been previously generated by the manual loads. Basic directions of how things should work will be included in the FAQ for spring.

Shells, content, rosters, etc. Dale shared the canvas course list for spring with committee members and noted that there is one winter intersession course being taught in Canvas. Dale mentioned that he and Carol are loading all the csv files into the canvas test area this week, and if everything works the files will be loaded into the actual production side of Canvas next week. Instructors will see his/her shells after we begin loading the shells and enrolling instructors into them. Instructors will then import from his/her development shell into the canvas

teaching shell. This process will be similar to what has been done in eCollege. Import instructions should be included on the Instructor FAQs.

Lauren asked if instructors would have the ability to add teachers or assistants to his/her course. Dale stated this feature would be turned off with the implementation of an automated Banner system. He or Carol would then need to add teachers or assistants to a course per email request from the instructor.

Sandra asked if Banner would auto correct the order of a student's name if that student already has an account with Canvas and the order of his/her name is incorrect. Dale assured Sandra that Banner would make the correction.

Dale asked that the response received from Canvas regarding Sandra's ticket about the disappearance of videos, when using Google Chrome and Firefox, be included in the Instructor FAQs. Carol encouraged everyone to submit Canvas help tickets, because we want to get as many answers to as many questions as soon as possible.

4. New Canvas Login/Password Procedures

Presented by Carol/Dale. Dale stated that as everyone is moved into the official canvas program, we want to make sure that everyone uses his/her login information throughout the entire SCC system. Each person will use his/her MySolano user name and MySolano password, which means that faculty and students will be able to log into his/her MySolano, click on a Canvas button, and be directed straight to their courses.

Carol and Dale are working on step-by-step instructions that will be utilized by all SCC faculty and students to reset his/her password. This process will allow for the use of the Ellucian App acquired by SCC for smart phones and tablets.

Carol verified with Canvas that image uploads into the canvas files that are embedded on a page will allow for entry of an alt text description. Screen readers are able to translate the description even though the mouse roll over will not display the alt text.

5. Discussion of Branding Options

Presented by Kathleen. Branding promotes the identity of the school. It adds cohesiveness to elements that we use in the online field and acts like visual indicators. Kathleen expressed the importance in using branding that will work with our lessons in Canvas rather than against them. It is important to keep the branding simple and not clutter our interface. She proceeded to show committee members several examples

she had found that other colleges have created as well as some she created. Kathleen discussed the difference in colors, gradients, shadowing, and images.

Dale mentioned we have the option of creating specific branding for online courses verses the eCompanion courses in Canvas.

Dale addressed the need to develop a policy on publisher classes that are being used as external apps with Canvas. The policy should be flexible; however, it needs to meet accreditation standards. Dale suggested not restricting the use of publisher classes, but possibly using the Course Shell Review List as a means to identify what type of interaction between instructors and students or tools have to be utilized in Canvas.

Laura gave an example of using a publisher class for its graphing capabilities, which would be very difficult to create in Canvas. Dale reiterated that this is a perfect example of the importance for instructor flexibility with using publisher classes.

Scott mentioned it would be helpful to know what tracking measurements are required of instructors. Dale felt that we are required to track and measure instructor initiated student contact. Dale will begin working on a policy that can be evaluated and worked on with committee members. This policy will later be presented to the Academic Senate for approval.

Carol inquired about the list that Roger mentioned he would accommodate for Canvas accessibility in the October 28 meeting. Committee members discussed the areas where computers should have dependable Canvas accessibility for online courses.

Dale informed committee members that instructors can download one additional browser on his/her office computer; however, the Internet Explorer browser must remain as the default browser to maintain stability with security settings and updates.

Adjournment

The meeting was adjourned at 4:30 p.m. The next meeting is scheduled for January 27 in Room 101 from 3:00 p.m. – 4:30 p.m.