



Distance Education Committee

Adopted Minutes

October 4, 2019

Room 505

10:00 a.m.-12:00 p.m.

1. Call to Order	The Distance Education Committee Meeting was called to order at 10:10 a.m. by Coordinator Erica Beam.
2. Roll Call	<p>Present: Erica Beam, Carol Zadnik, Ashlie Lawson, Robin Sytsma, Michelle Arce, Glenn Keyser, Gwen Gallagher, Elizabeth Freed, Svetlana Podkolzina</p> <p>Absent: Laura Maghoney (AT&B); Sarah Nordin (AT&B); Scott Ota (IT); and Joseph Ryan (Dean of MS)</p> <p>Empty: 1 Librarian, 1 SBS, 1 Math/Science</p> <p>Erica requested today's agenda be amended to exclude 7a. Approve DE Goals 19/20 from the Discussion/Action Items. Time allotted for 7b. under Discussion/Action Items will change from 30 minutes to 45 minutes.</p>
3. Approval of Agenda (10/4/19)	Erica Beam asked for a motion to approve the amended agenda. Adoption of October 4, 2019, amended DE Agenda: Motion to approve – Glenn Keyser; Seconded – Ashlie Lawson; Passed – unanimously.
4. Approval of Minutes (9/6/19)	Erica Beam asked for a motion to approve minutes. Adoption of September 6, 2019, Meeting Minutes: Motion to approve – Ashlie Lawson; Seconded – Robin Sytsma; Passed – unanimously.
5. Public Comments	Jennifer Finnigan attended the meeting as an invited guest, but there were no public comments.

6. Information Items:

a. Canvas report (10 mins.)

Erica informed committee members that she and Carol have an appointment by phone with a Canvas Success Manager once a month. Erica shared with members the Course and Usage Data Report for data through September 7 that Canvas recently provided to us. Erica said she uses this report to monitor things in Canvas. She explained how the course usage report is based on all the course shells that are published. Erica went over the percentages and expressed to members that she would like to see the percentage of files decrease in usage because of accessibility issues that come with uploaded files in Canvas.

Michelle asked if Erica was referring to eCompanion shells with regard to files like power points. Erica said there is no difference between rules for online course materials and rules for eCompanion course materials. Everything posted online must be accessible with no exception whether it is a Word document, PowerPoint, or a PDF file; therefore, it is a better practice to create content pages in Canvas rather than use uploaded and attached files.

Erica said she would like to see more use of the syllabus page in Canvas. Erica explained how the Canvas Course Data Report displays usage based on percentage. The assignment feature is used a lot in Canvas; however, the quiz feature is not used as much. The use of discussions is low; however, the report includes data for Canvas being used by face-to-face classes as well. Erica said the report does reflect that more courses are being published in Canvas.

See attached Canvas Course and Usage Data Report.

b. NetTutor usage report (20 mins.)

Erica shared with committee members a report and graph showing the usage of *NetTutor* since Solano Community College has offered this service to students. The graph indicates the percentage of minutes being used per subject. The other handout indicates the number of sessions and total minutes used per subject. The data shows that more than half of the minutes used are being used for English and math tutoring.

See attached *NetTutor* Usage Report.

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| <p>c. <i>DE Flex activities (5 mins.)</i></p> | <p>Erica shared a handout with members for the Distance Education flex workshops that she plans to offer during the Fall 2019 semester. The schedule offers workshops during a variety of different time frames that may be more appealing for part-time faculty participation. Erica said she will post the schedule in the SCC DE Shell, add the events to the Canvas calendar, and send out announcements to faculty.</p> <p>See attached DE Flex Schedule for Fall 2019.</p> |
| <p>d. <i>Hypothes.is (20 mins.)</i></p> | <p>Erica demonstrated the <i>Hypothes.is</i> LTI app that can be used in a Canvas course shell to annotate websites by the instructor and students. She explained how this tool could be beneficial as an assignment.</p> |
| <p>e. <i>Canvas Student Guide Handout (20 mins.)</i></p> | <p>Carol presented the first page of a multi-page Canvas Student Guide that she is creating to be distributed to the student body. It will be formatted like the Canvas Instructor Guide that was previously purchased. Carol said she spoke with David Williams who said he would support the printing of the guide.</p> <p>Carol asked if anyone had any suggestions regarding the guide. Gwen asked if the guide could be uploaded to Canvas for students. Carol said it can be made available in Canvas. Erica said it would be put in the “Start Here” module and distributed to the Academic Success and Tutoring Center. Glenn asked if a one page guide could be created as well as a multi-page guide.</p> <p>See attached Canvas Student Guide.</p> |
| <p>7. Discussion/Action Items:</p> | |
| <p>a. <i>DE Goals for 19/20 (15 mins.)</i></p> | <p>The October 4 agenda was amended to exclude 7a. DE Goals for 19/20 (15 mins.) and the additional 15 minutes was added to 7b.</p> |

b. *Assign Mentors and Reviewers (45 mins.)*

Erica asked for two members to be the final reviewers and fill out the Online Education Initiative (OEI) Rubric for the DANC 004 class while the committee evaluates the course together. Glenn and Ashlie volunteered to be the final reviewers and fill out the OEI Rubric. After evaluating the course, Erica asked Glenn and Ashlie if they would recommend this course for a vote of approval. Glenn and Ashlie agreed they would both recommend DANC 004 for a vote of approval.

Erica asked for two volunteers to do a final review of ASTR 020. Svetlana volunteered. Carol mentioned that Laura Maghoney had previously offered to do a review; therefore, she will be asked to do a review on ASTR 020. Robin said the ASL 001 class is ready for Section D on accessibility to be checked. After discussion, it was determined that the ASL 005, HED 003, COUN 023, ARTD 044, and the ENGL 002 classes are not ready to progress forward from the mentorship process at this time.

Erica asked for a motion to approve the DANC 004 (GC) and the ENGL 004 (WH-C) course. Motion to approve – Svetlana Podkolzina; Seconded – Elizabeth Freed; Passed – unanimously.

8. Next DE Meeting

The next meeting is scheduled for November 1, 2019, in Room 505 from 10 a.m.-12:00 p.m.

9. Adjournment

Erica Beam asked for a motion to adjourn the meeting. Motion to adjourn – Ashlie Lawson

The meeting was adjourned at 12:00 p.m.

COURSE DATA

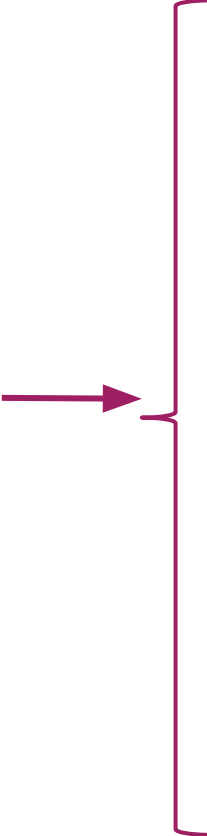
ACTIVE COURSE CONTENT

**Data as of* September 7, 2019

# CURRENT COURSES	1,172
# CURRENT PUBLISHED COURSES	748
% CURRENT PUBLISHED COURSES	64%
# ACTIVE COURSES	568

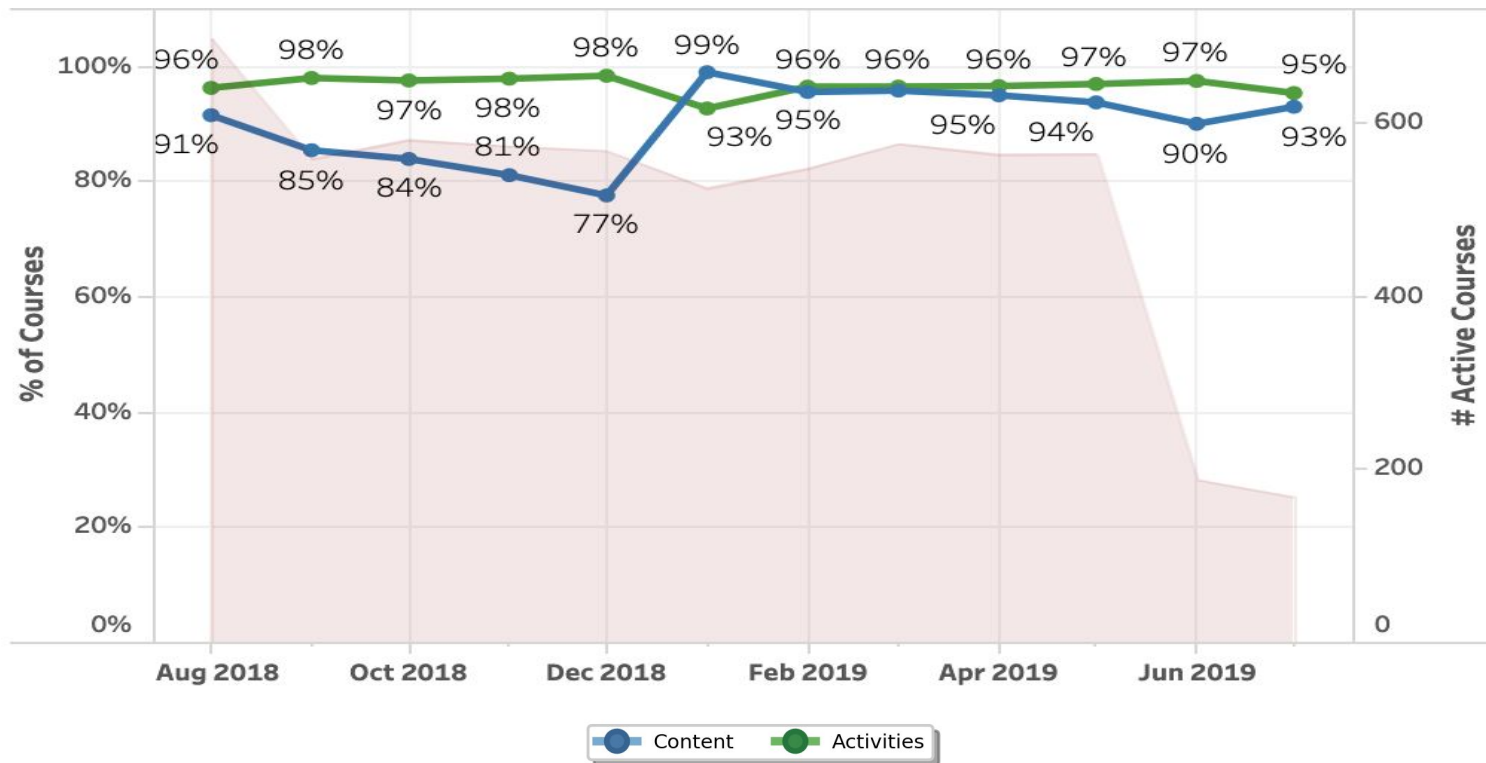
ACTIVE COURSES

- at least 1 teacher enrollment with activity time
- at least 3 student enrollments with activity time
- has a course/enrollment term start date OR a course/enrollment term end date
- was logged into by at least four unique users during the current month



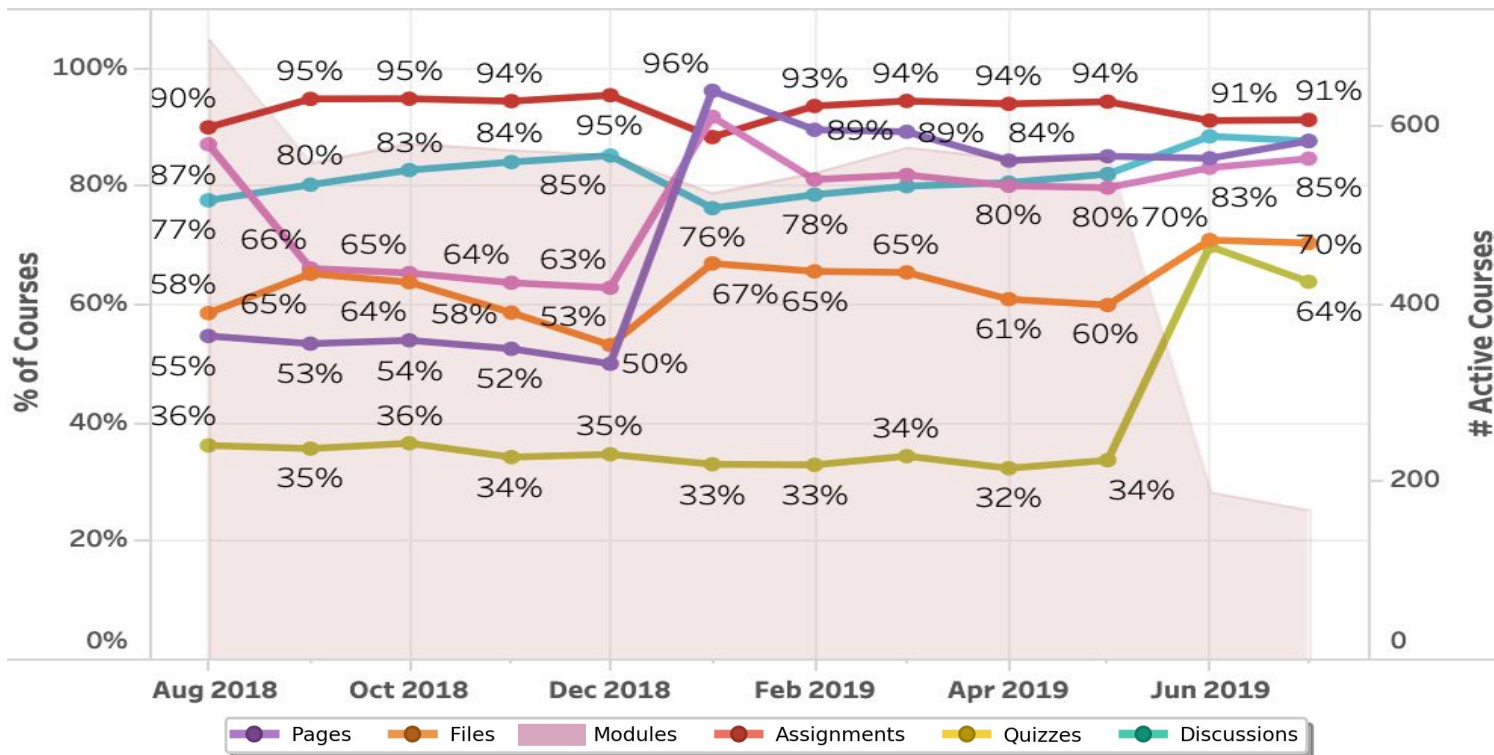
% WITH CONTENT	93%
% with Pages	84%
% with Files	47%
% with Modules	77%
% WITH ACTIVITIES	98%
% with Assignments	93%
% with Quizzes	48%
% with Discussions	79%
% WITH SYLLABUS BODY	64%
% WITH CURRENT GRADE	83%

COURSE ACTIVITY REPORT



*Courses only need to contain one content item or activity to contribute to this value. Courses that include more than one type of content item or activity are only counted once.

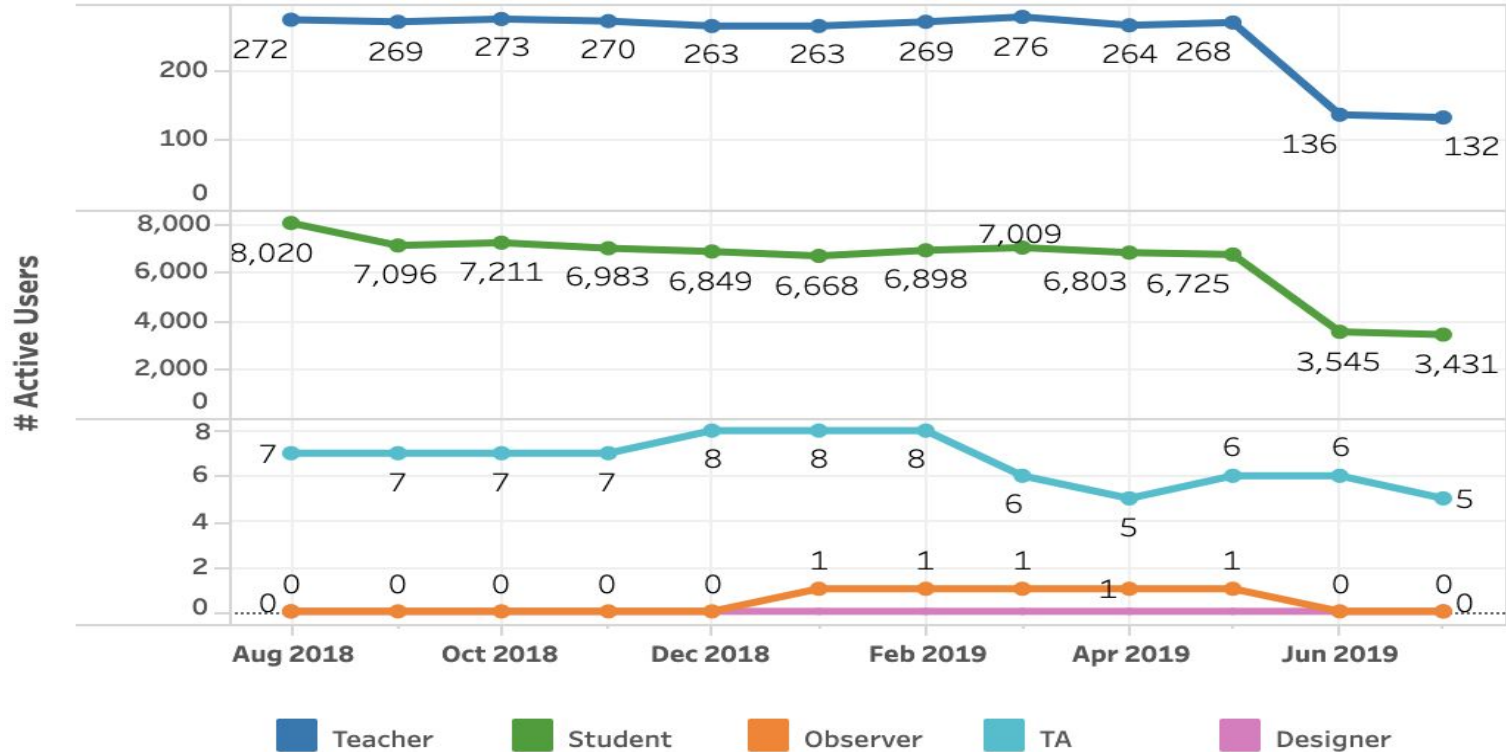
CONTENT & ACTIVITY BREAKDOWN



*Each Canvas feature percentage describes use in Current, Published, Active Courses.

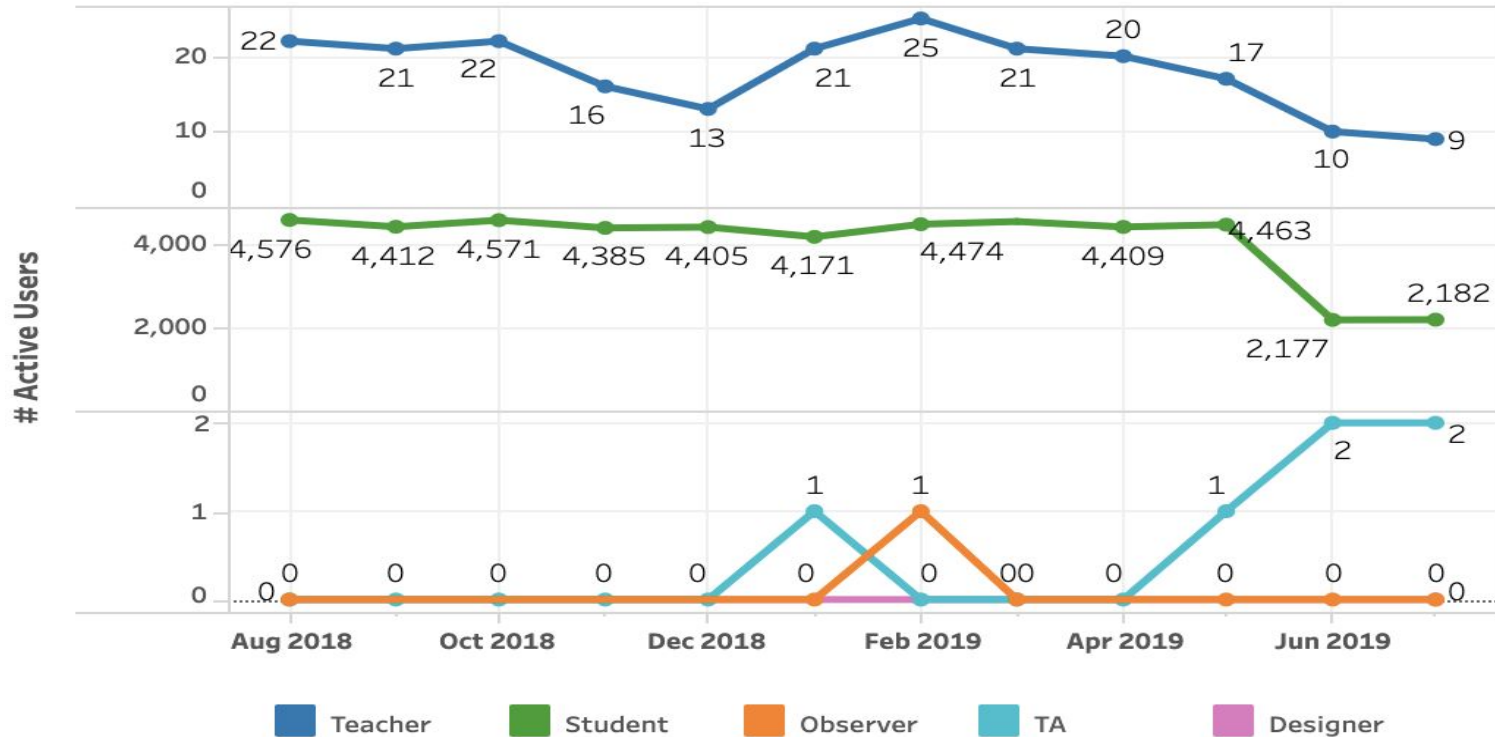
USER USAGE DATA

ACTIVE USERS REPORT



*Users are “Active” if they have an enrollment in an active course and have logged in at least once in the given month.

ACTIVE USERS REPORT (Mobile app)



Users are "Active" if they have an enrollment in an active course and have logged in at least once in the given month

*This data is only reflective of the Canvas Student App.

PAGE VIEWS

Top 5 Courses

Course Id	Course Name	Instructor Name	Enrollment Term Name	# Page Views
1373486	PLSC 001 Introduction to American Government and Politic..	Anthony Jones	2019 Spring-Online	260,519
1371923	PLSC 001 Intro to American Government & Politics-10804/0..	Thomas Bundenthal	2018 Spring-Online	250,162
1373488	HIST 017 History of the United States to 1877-10453/1045..	Nick Perrone	2019 Spring-Online	248,331
1373499	HIST 037 Women in American History-10412/10413/11201-..	Christopher Collins	2019 Spring-Online	205,435
1373506	BIO 012 Environmental Science-10097-PM	Pamela Muick	2019 Spring-Online	198,950

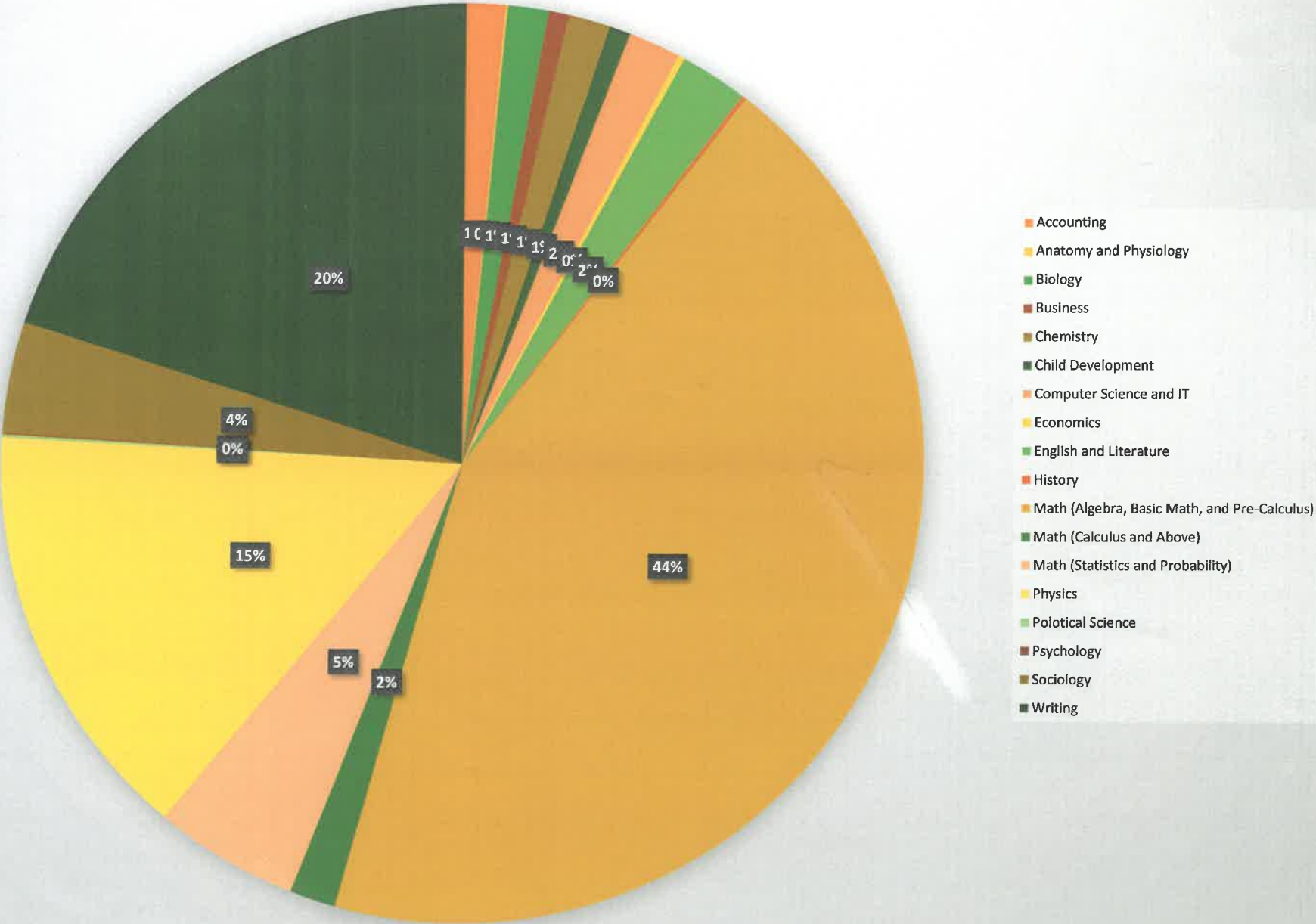
Top 5 Users

User Id	User Name	User Type	# Page Views
5136757	Leslie Minor	Teacher	55,479
5008165	Robin Sytsma	Teacher	49,325
5259915	Winifred Hunton-Chan	Teacher	46,447
4890692	Rachel Smith	Teacher	45,900
5029461	Mark Berrett	Teacher	42,776

TOP PAGE VIEWS

Courses and users are monitored and measured in Canvas by page view interaction. The top 5 courses table indicates the most trafficked active courses by page view in your instance. The top 5 users by pageviews table includes all user types' (e.g. Teacher, Student, etc.) over the past 12 months.

Time (minutes)



Group	Time (minutes)		Sessions
Accounting	62	1%	2
Anatomy and Physiology	3	0%	1
Biology	67	1%	3
Business	33	1%	4
Chemistry	68	1%	6
Child Development	35	1%	3
Computer Science and IT	85	2%	4
Economics	10	0%	2
English and Literature	111	2%	8
History	7	0%	1
Math (Algebra, Basic Math, and Pre-Calculus)	2037	44%	62
Math (Calculus and Above)	75	2%	4
Math (Statistics and Probability)	236	5%	14
Physics	687	15%	17
Political Science	6	0%	1
Psychology	3	0%	1
Sociology	180	4%	8
Writing	930	20%	39
	4635	100%	180



Solano Community College

Transforming students' lives
through distance education.

DE Flex - Fall 2019

OEI Exchange - October 11, 2019 6 pm - 7 pm - room 505

Do you currently teach a C-ID transferable course online at Solano? Are you interested in offering your course on the OEI Exchange for students across the state? Join us for a conversation on the requirements of Solano joining the OEI Exchange, offering your course on the OEI Exchange, and your thoughts/concerns.

Teaching Online at Solano - October 14, 2019 3 pm - 4 pm - room 505

Were you grandfathered in to teach online prior to the current faculty requirements? Are you interested in hearing more about the contents of the training courses and getting your course online? Join us for an overview of the faculty training, the accessibility requirements, the course shell approval process, and get all of your burning questions answered!

Aligning with the OEI Rubric - October 14, 2019 4 pm - 5 pm - room 505

The California Virtual Campus - Online Exchange Initiative (CVC OEI) has a detailed rubric for offering courses online in the Exchange. Solano adopted the OEI Rubric as part of our local process for approving courses online. Join us for a thorough review of the OEI Rubric - what it means to align to the rubric and see that in action in a real Canvas course!

Can-Innovate! October 25, 2019 9 am - 5 pm - Boardroom

CVC OEI is hosting the second annual Can-Innovate virtually. Join us in the Boardroom for a full day of viewing or join from the comfort of your own home via Zoom. [More information](#) on Can-Innovate including a full schedule and Zoom instructions is available.

Grading in Canvas October 25, 2019 6 pm - 7 pm - room 505

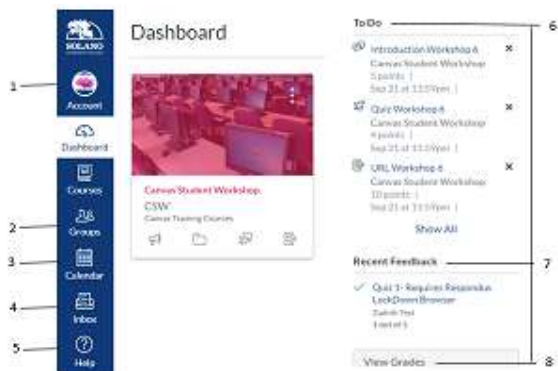
There are many built-in tools within our learning management system (LMS) Canvas that help to make grading easier, more transparent for both students and faculty, and less of a headache! Join us for a review of those tools demonstrated in Canvas. Bring your questions!



SCC Canvas Student Guide

Getting Started in Canvas

Use your MySolano user name and password to log into <https://solano.instructure.com>. The Google Chrome Browser is recommended for best results.



- Account** is used to access Notification Preferences, Profile, and Settings.
- Groups** is used to gain access to groups you are enrolled in.
- Calendar** is where your class assignments and events are noted.
- Inbox** is used to message your Instructor or classmates (referred to as **Conversations** in Canvas).
- Help** is to access DE or Canvas information.
 - DE Office Room 523, Mon.-Fri. 8a.m.-4:30p.m., 707-864-7133
 - Canvas hotline, Mon.-Fri. 5 p.m.-8a.m., 844-303-0354
 - Search the Canvas Guides at <https://community.canvaslms.com/community/answers/guides/overview>
- To Do** List lets you know what and when an item is due.
- Recent Feedback** is used to access items that have feedback.
- View Grades** is used to access your grades. Grades can be accessed through the Grades link in your Course Navigation as well.

Once You Get Into Your Course

- Check your Home Page.
- Check your Syllabus.
- Check Announcements.
- Unless instructed to do differently, go to Modules.

Best Practices and Tips

- Make sure your computer and/or cell phone operating system is up-to-date.
- Clear your browser's cache (Canvas Guides).
- Create a folder on your computer or in Google for each class you are taking.
- Download Word and Google Docs on your apple devices.
- Save your discussion replies and assignments in Microsoft Word or Google Docs in your course folder.
- Learn the three most widely used shortcut keys. These shortcut keys can be used in word, google docs, and Canvas.
 - Ctrl+A = highlight all items
 - Ctrl+C = copy all that is highlighted
 - Ctrl+V = paste all that is copied


Use the following shortcut keys for a MAC:

 - Command+A = highlight all items
 - Command+C = copy all that is highlighted
 - Command+V = paste all that is copied

Add Additional Settings

- Click on Account and click on Settings.
- Add an additional email address [+ Email Address](#)
- Add a contact method [+ Contact Method](#)
- Authorize Google Drive as a Register Service
 - Click Google Drive under Other Services
 - Authorize Google Drive and accept Authorization

Add Your Picture to Canvas

- Click on Account in the Global Navigation.
- Click on Profile and click on change profile picture.
 
- Click on Take a picture or Upload a picture and then choose a picture.
- Navigate to your image and click on it and click open. Click on Save.