



Agenda

Distance Education Committee Meeting
Friday, February 4, 2022, 10:00 am – 12:00 PM
[ConferZoom](#)

1. Call to order (1 min.)
2. Roll call (15 min.): John Perez (chair), Cristina Young (for public comment), Pam Muick (for public comment), Robin Sytsma, Gwen Gallagher, Tony Zitko, Glenn Keyser, LaNae Jaimez (guest), Michelle Smith, Genele Rhoads, Ashlie Lawson, Cynthia Jourgensen, Sarah Nordin, Jim Long, David Williams (guest, minutes), Elizabeth Freed (at 11:00)
 - a. Introductions
3. Approval of Agenda 2/4/22 (5 min.): Motioned (Sarah), 2nd (Glenn); approved
4. Public comments (5 min.): Cristina Young spoke in favor of keeping Proctorio. Michelle Smith spoke about Canvas Studio during Flex; PD committee would like to have additional Canvas Studio sessions in March, geared toward beginners. Please submit a session proposal if you can. Please let Michelle know if want to take the POCR training. Genele Rhoads noted that Zoom videos disappear after a period of time, so Canvas Studio is preferred. Pam Muick spoke to Proctorio, as well, wanting to keep it. Cynthia Jourgensen spoke to losing Zoom recordings: if you “Save to Computer” rather than “Save to Cloud,” you can save the recordings.
5. Information items
 - a. Coordinator report: Working with VP Williams and our Instructional Design consultants on usable training tools. Please let John know if you have training ideas. A lot of DE tickets coming in; please email de@solano.edu. Goal is to help answer student answers more quickly. Working with Canvas on interface with MySolano.
 - b. DE Transition: John is working with Erica Beam on transition support. Sarah Nordin asked if we can re-post the Canvas 24-hour phone support (noted that SCC has not opted for that feature). David will follow up on this; there was no intentional discontinuance.
6. Discussion/Action Items (90 min.)
 - a. Mentor Status: Need a clear understanding of status of faculty still in the process of approvals. Sarah noted that we should accept trainings from other schools if it is deemed adequate. David will review the tracking spreadsheet with John.
 - b. Canvas Apps
 - i. Proctorio: Several help desk tickets related to technical issues. There was a glitch in the LTI link that got fixed. Proctorio only works

with the most updated browser version, causing problems for students. The other complaint is that our distributed Chromebooks were not updated. There is minimal training for Proctorio so it is unclear if all faculty use it properly. There was a comment on adult learning, noting that cheating can be discouraged by good course design. Question if issues are related to non-tech-savvy faculty, and if training is the answer; require training if you want to use Proctorio? Comment that there is a learning curve for Proctorio, but it is doable; does not set the higher restrictive controls; works well as a deterrent. Question if there are real equity issues if we are not surveying students to see if it is a burden; agrees that discouraging cheating through course design could be effective. Question if Proctorio disadvantages students with poor broadband, etc. Comment that we should value the perspectives of the faculty who use Proctorio. Question if using Proctorio sends the message to students that “you are going to cheat” so I must stop you. Comment that, for in-person classes, faculty don’t leave the room, so why would Proctorio feel like unnecessary surveillance? One member spoke to the way Nursing used Proctorio; during nursing exams for licensing, they are monitored, so the faculty wanted to mirror that process; multiple issues arose with the technology; increased anxiety; still possible to cheat; the faculty resorted to in-person testing.

- ii. NameCoach: Application that allows students to enter gender pronouns and name pronunciation. Some members noted that they have seen Name Coach but don’t know how to use it. If we have new applications, there should be training on how to use it. John will work on a tutorial. Discussion of using preferred names as emails; David is working with IT on this.
 - c. Spring 2022 DE Committee goals:
 - i. Need for a DE Handbook with clear expectations for course design.
 - ii. CVC application and POCR training: generate interest in faculty to pursue this; identify appropriate pathways for inclusion. If you know faculty who are ready for this, send their names to John. Could we invite the CVC to present at March flex? Shorter goal is to become a POCR-certified campus. Clarify the POCR stipend. There was advocacy for a 100% DE Coordinator.
 - d. Instructional Design Team Update: The college has secured an Instructional Design Team to help the college create more engaging online courses. Has been working with the Professional Development Committee all semester. The team will visit the senate on February 14 and the DE committee meeting on March 4. Would be helpful to have a Canvas “trick or tip” discussion at every meeting.
7. Next D.E. Meeting – March 4, 2022, 10:00 AM
8. Adjournment (1 min.) Motion (Sarah), 2nd (Glenn); approved. Meeting adjourned at 11:57am.

D.E. Spring 2022 Meeting Schedule

Friday, March 4

Friday, April 1

Friday, May 6