



Agenda

Distance Education Committee Meeting
Friday, August 26, 2022, 10:00 am – 12:00 PM
[ConferZoom](#)

1. Call to order (1 min.)
 - a. Roll call (4 min.): John Perez (chair), Lauren Luker (guest speaker), Glenn Keyser, Erin Duane, Robin Sytsma, Peter Zitko, Laura Maghoney, Ashlie Lawson, Gwen Gallagher, Michelle Smith, Cynthia Jourgensen, Elizabeth Freed, Sarah Nordin, Jessica Kuo, Michelle Arce.
 - i.
2. Approval of Agenda: 1st Jim Long, 2nd Genele Rhoads – All approve the Vote for agenda
3. Approval of Meeting Minutes: 1st Robin, 2nd Erin Duane
4. Public comments:
 - a. Commodore: Did not renew Respondus 4.0 – Request a renewal. John asks: Does that program do word doc, excel docs and turn them into quizzes.
 - i. Robin second it was a good tool to use with Canvas.
 - ii. Genele if funds are available can training be made available.
 - b. Sara: Helpdesk now available is a great tool. (Brand new as 8/1 – john)
 - i. OEI: \$1500 per course to be aligned – Foothill
 - ii. Erin also in the course – to much work, would like compensation time.
 1. Michelle and Ashlie Lawson agree in chat. Ashlie, “That was the most intensive OEI I’ve done.”
 - iii. John will revisit with VP Williams on his comments about offering compensation for taking the course. Colleges paying faculty between 1500 and 2500 for training.
5. Informational items (20 minutes)
 - a. Pronto update - Lauren Luker – Customer success coordinator:
 - i. Quick overview:
 1. Pronto is: Communication tool to connect with instructor.
 2. No need to share personal info – phone # and emails for students
 3. Increases student engagement: informal environment, personal relationships
 4. Cuts down on emails for instructors
 5. Promotes equity for all students: App on phone, laptops and is translated to over 100 languages.

6. Retains students
 7. Can promote learning
 8. Students can help each other answer questions (in group)
 9. Difference with Discord – Pronto exist in Canvas as allowed the instructor to be involved and transcripts can be requested to see all discussions/conversations.
 10. For all questions and support email: help@pronto.io
- ii. Four Criteria for Pronto on Canvas
 1. Published course
 2. Current course
 3. Teacher role
 4. At least one student in class
 - iii. Questions and Concerns from DE committee:
 1. Jessica: Pronto only allows one photo upload at a time.
 - a. Lauren: Pronto IT is working on this issue.
 2. Robin Sytsma: How are you notified when there is a message?
 - a. Lauren: Download app to phone for more frequent notifications.
 3. Robin Sytsma: How hard is the app to use?
 - a. John: Pronto app on main screen and can see messages as they come in.
 4. Sarah Nordin “does it have to be put into ever course and then tell students they can use it?”
 - a. Lauren: Has QR for accessing tool. Can control how messages are received. Has do not disturb button.
 5. Jim Long “What is the privacy policy, what data is collected, what is the business model?”
 - a. Lauren: Works through CCC foundation. Pronto has privacy documents for details.
 - iv. John Perez: Shares Pronto screen to sign up for training from Canvas link. Jessica to host a flex day event. Will get syllabus from Pronto and send to group.
- b. Instructional Design Team Update
 - i. Blueprints 2023:
 1. Lots of hours available to improve their shells and Blue prints.
 - a. Blueprints: To use tabs for their full efficiency. Tabs to be updated for a more improved look. If suggestions to include or not include please let Jon know for the consultants.
 2. Sarah: design team to create an avatar?
 - ii. Shell support for FA22/SP23
 - c. Coordinator report: John Perez: Report: Problem in staffing. No technologist was hired which caused John to take on that roll. One hiccup was the date for courses to open. Position was not posted. Current status

is hiring a Research Search Analyst which will be 50% Canvas and Banner support. Presenting to next Senate meeting that a full time DE coordinator to be hired. Joshua: Bringing up to senate the need of staffing and position and different positions that could properly support Canvas.

- i. Canvas features
 1. Zoom LTI: From State to SCC.
 2. Emoticons
- ii. New Apps
 1. Labster 3.1
 2. Hypoth.sis
- iii. New for Fall
 1. DE Committee Shell Review: John Perez
 - a. Visit new Canvas DE SHELL: Benefit of using shell all documents will be available.
 - b. Help document all the work completed.
 - c. Working with media to work on each shell for better design/appeal.
 - d. If any additions that you like to suggest to be added to new faculty canvas set up please email suggestions to John.
 - i. Training – Glen: Flex training?
 - ii. John – to offer 2 sections for Flex Cal for Canvas: If any additional suggestions please email. October 11th 80 minutes
 - iii. Hypothesis: Need faculty to join pilot program to move forward with program. Annotation integration with Canvas
 - iv. Features are now released access to different features. Please review in development shells.
 - e.

6. Discussion/Action Items (30 minutes)

- a. FA22 lessons learned:
 - a. Sharing log with areas that have concerns and requesting feedback.
 - b. Faculty to more attentive in ensuring their shells are intact for each upcoming semester:
 - i. John Perez – creating a marketing campaign to help faculty be informed and help with any concerns/questions. Check off tool so at the end of each semester to help ensure all areas are completed.
- b. New Instructor Training:
 - a. Hyflex: Lead on Dean Glines: Thoughts on the committee being created
 - i. Do we see this is something we want at SCC for these types of classes?

- ii. Michelle Smith – Keynote speaker provides training on Hyflex.” If there is interest, training can be provided. Interested faculty can learn more about Hyflex. How many faculty are interested? If a lot, can have a cohort doing the training together.
 - iii. John Perez: John has run two Hyflex courses. Hyflex is more work, preparing for online course and live session. Need help running technology. SCC is not quite ready, technologically, for Hyflex. Hyflex is a direction that most colleges are going to. Will Hyflex be worth the investment?
 - iv. Cost: Who pays for the Hyflex? Long term support and technology.
 - b. Ongoing support for new faculty
 - i. John Perez: Asking for online certification. 20 hours of canvas, mentor, 20 accessibility. Development shell and review of Shell.
 - 1. Challenge: No funds for paid training. Online certified for Spring 2023.
 - 2. VP William requested a cohort for offering a cohort for a new training:
 - 3. Use the same number of hours? What direction?
 - 4. Glen – Certificate should be received at the end of training.
 - 5. John – @One offering training
 - 6. Josh – Move forward pay 89 and be reimbursed. College to provide coupons.
 - 7. John – @One for adjunct and something different for full time faculty? 40 hours should still be required.
 - ii. Sarah: New instructors from other colleges who have taught online required to complete training again to teach at SCC?
 - 1. John Perez: previous meeting to discussion equivalency of courses completed by each incoming instructor. Still not implemented due to needed to be presented to the Senate.
 - iii. Robin take advantage of @One because of current man power.
 - iv.
- c. CVC Exchange Update (10 minutes)
 - i. Approved as a Consortium College 8/22 at 3:04 PM
 - ii. Timeline
 - 1. IT:
 - a. Security of data concerns
 - b. Next step is to work with IT and connect our systems with the state program/application. Involves Banner. Have a signed master agreement, signed by the

President. Will have to share with admissions and records.

2. Finance
3. Admissions and Records

iii. John Perez:

1. What will our POCR process be? Many have to be trained for POCR certification. POCR certified courses will show higher on the CVC list. POCR process will be a DE focus.
2. In October a section looking at what POCR certification moving forward will look like.
3. CVC courses have to be 100 percent online. Must identify which courses or degree programs that go first.
4. We choose what courses go to the exchange. Can do by course, program, department, division, etc.

7. Next D.E. Meeting (5 minutes)

- a. Friday, September 2, 2022 @ 10:00 am

8. Adjournment:

- a. Sara 1st adjourned 2nd Erin
- b. voted