Educational Technology Committee
January 29, 2015
<u>Notes</u>

<u>Present</u>: Elaine Ader, SCC; Tak Auyeung, ARC; Gregory Beyrer, Co-Chair, CRC; Jena Bills CRC; Steve Bowles, DOIT; Alice Dieli, ARC; Andy Divanyan, SCC; Zack Dowell, FLC; Markus Geissler, CRC; Daniel Gilbert-Valencia, SCC; Gary Hartley, FLC; Tim Hixon, CRC; Kandace Knudson, SCC; Jennifer Kraemer, FLC; Sue Lorimer, Co-Chair, DO; Stephen McGloughlin, CRC Doug Meline, DOIT; and Marsha Reske, ARC. <u>Excused</u>: Patty Harris-Jenkinson, SCC; Ken Kubo, ARC; Petr Lensky, ARC; Sheley Little, SCC.

<u>Welcome and Approval of Notes from November 20, 2014</u>
Co-Chairs Greg Beyrer and Sue Lorimer welcomed members to the meeting. The draft Notes of November 20, 2014 meeting were approved by consensus.

<u>Informational Updates</u>
- College Technology Committees
  - ARC: The college is working on Information Security Officers work group's recommendations to remove old accounts from the w-server and ensure remaining accounts are active. Additional classrooms have been updated as smart classroom. Updating support for the iPad initiative and creating work around to connect to Apple TV. An HDMI input projector is needed. Updating Reader Rabbit software to work on newer computers.
  - CRC: The college will install Apple TVs as part of its iPad initiative in their closets with direct connection to the network and is also working to remove old accounts from the w-server.
  - FLC: Accreditation Self Evaluation Standard III.C on technology has been completed. El Dorado Center network needs upgrades to expand bandwidth.
  - SCC: IT is working to augment its wifi network. The district will be purchasing new wifi controllers for all the colleges and SCC will purchase the new access points it needs.

- District IT: Doug Meline reported DOIT is working with the colleges to set the foundation for districtwide wireless solutions and is still waiting for the controllers to arrive. DOIT is also working with Regional Transit to implement a second fiber network connection to CRC. Preparation for the next annual IT Project Prioritization process is underway. Still lots of ranked requests on the books from prior years. New requests likely for LMS updates, Google apps, and individual college requests. Elaine Ader expressed concern that by including Ed Tech projects with PeopleSoft projects, IT personnel resources currently dedicated to Ed Tech activities may be diverted away from Ed Tech priorities. Doug Meline indicated that DOIT's interest is in creating greater awareness of Ed Tech projects and diverting resources toward them. Sue Lorimer reported that the very successful faculty initiated Innovate! Conferences have been included in the list of accomplishments for the 2011 Strategic Plan Progress Matrix. Sue also reported that DOIT provided college VPIs with a list of all fall 2014 hybrid and online sections, broken out by location (D2L or other). The VPIs will ask college deans to meet with the faculty of the non-D2L sections to find out where the online portions of the sections are located and how administration can access future sections on the non-D2L sites to ensure appropriate college administration oversight for compliance with state, federal, and accreditation requirements including verifying student authentication, ensuring access for students with disabilities, following FERPA, and ensuring faculty are initiating regular substantive/effective contact with students.

Colleges are discussing how to do an internal review of spring 2015 online and hybrid sections to ensure at a minimum the contact with students' requirement is in place in order to claim state apportionment for the sections. LRCFT and the Academic Senate leaders are participating in some of the discussions.

- Civitas: DOIT has uploaded PeopleSoft (PS) data to Civitas where the Civitas data engineers are working to create the required reports. Uploading financial aid data has been challenging since it remains in Powerfaids until the conversion to PS is completed. Next steps will be to verify the accuracy of the data submitted, then Civitas will apply their models to our data which will need further verification. The extract sent to Civitas is up to date as of 1st Census of the current term and contains data from the last 5 years. Once the PS portion is completed, uploading of D2L data will commence. College LMS coordinators will need to help with that verification process.
- Google Apps: Document linking is a problem in Google Apps. DOIT has submitted a Google ticket for assistance and response is expected soon. Work to improve the Google-D2L integration should start once a solution is identified and resources are available.
- LMS Coordinators – D2L service pack was added. Coordinators would like students' preferred names to be available in D2L. Rawan Shaban was selected as the new SSSP analyst so a new LMS analyst will need to be hired. Marsha Reske reported ARC had a very successful Online Teaching Institute that also included participants from other district colleges. 3,000 students have completed the online D2L orientation for spring 2015.

Discussion Items:
- Issues Regarding Using Technology to Teach Math – Elaine Ader provided an overview of issues SCC is experiencing using MyMathLab software to teach math, including 508/504 compliance, student authentication, and FERPA compliance. Authentication and FERPA compliance could be addressed by getting a contract to embed MyMathLab in D2L, however 508/504 compliance remains an issue. Currently, colleges must provide special assistance to students in those courses. There is a need for college faculty, deans, and DSPS coordinators to do more accessibility training for online and classroom technology. Compliance is a college issue.
- Board P/R 7145 on Distance Education – Sue Lorimer reported that the Board of Trustees approved the new DE Policy-7145 at its January 14, 2015 meeting as recommended by the Chancellor's Cabinet. The latest draft of DE Regulation-7145 was distributed to the committee for discussion. Members were encouraged to provide formal input through their constituency groups. The drafts have already been given to the Academic Senate and LRCFT leaders for review.
- Distance Education Plan Development – Greg Beyrer and Sue Lorimer reviewed the comments generated from the September 26, 2013 Ed Tech meeting agenda item on "Creating a meaningful LRCCD DE Strategic Plan" and asked members to check with their colleges about whether the colleges would prefer to update the 2005 District DE Resources document or would prefer a broader districtwide strategic discussion such as whether colleges would like to offer such as fully online programs rather than just online courses, would prefer more centralized DE support in other areas than just technical support for the LMS system, etc. College feedback will help determine how to proceed with districtwide DE planning activities.

Future Items
- Update on guidelines for the use of technology by vendors with which the district does not have a formal relationship
- Update on Mobile Device Management Policies

<u>Next Meeting</u>
The next meeting is scheduled for Thursday, February 26 from 3:00 to 5:00 p.m. in the LRCCD Main Conference Room.

Learning Management Update

Education Technology Committee Meeting

January 29, 2015

1. **D2L Volume update (as of 1/29/15)**

	Fall		**Spring**		
	2013	2014	2014	2015	%
	Final	Final	Final	**Current**	Increase
▪ D2L Course Offerings	3,121	3,405	3,265	**3,348**	2.5%
▪ PS Graded Components (sections)	3,874	4,272	4,056	**4,211**	3.8%
▪ Faculty	1,220	1,358	1,289	**1,323**	2.6%
▪ Student Enrollments	114,416	123,305	117,971	**117,289**	-0.6%
▪ Unduplicated Students	56,147	57,907	56,553	**55,186**	-2.4%

Note: Spring'15 may not include all courses. Data is based on faculty D2L requests.

2. **D2L Improvements & Other Status**
   - Maintenance occurred **January 5th**
     - Added Service Packs SP9-SP13, including discussion grid view
     - Completed all branding and between-semester processing
     - No purge (again) – content server is now 2.7 TB (0.9 TB older than 9 semesters)
     - Completed the Preferred Name change in D2L
   - Next "between-semester" maintenance **May 28-29th** (previously communicated):
   - Other Status
     - Respondus difficulties and coordinator desire – **needs to be on future agenda**
     - VideoNote and Wiggio capabilities
       - Contract addendums signed - **Project definition in progress**
     - New SSSP positions
       - LMS/SSSP Analyst II position - Rawan Shaban selected and in place
       - Systems/database Analyst position – candidate starting in mid-March

3. **Google Apps Activity**
   - Document linking problem - currently in process, waiting on open Google ticket
   - Google-D2L integration – pending resources to test D2L/Shibboleth
   - Mobile access to applications – no update

4. **D2L IT priorities**
   - Reviewed and prioritized SSSP needs with Student Services AVC
   - Merged SSSP and Instructional project priorities - **Coordinator review in progress**
   - Current list (prior to Coordinator recommendations and concurrence) on back page
   - Current focus is on Operational needs (start of semester)
   - IT's ability to add resources for projects will increase in late-March/April

D2L combined (Instructional/SSSP) Current priorities

- Operational Issues
  - Modify SIS Integration to use preferred name, if present - **completed**
  - Create new 2015 OL Orientation course - **completed**
  - Automate OL Orientation enrollment processing – **in progress**
  - Fix staff load batch process
  - Fix FRI bug with development courses
  - Schedule SIS integration more often per day
  - Integrate external content/YouTube to match D2L course look

- Project Items
  - D2L-Google Apps integration (includes D2L Shibboleth authentication)
  - Load D2L data into Civitas database and work with them on data definitions
  - Build OL Orientation file for reporting completed & in-progress student numbers
  - Update OL Orientation 2015 courses and external content with new content
  - Test/Justify/Implement VideoNote add-on to D2L
  - Test/Justify/Implement Wiggio add-on to D2L
  - Modify FRI to allow multi-instructors per class (WAC, etc.)
  - Test/Justify/Implement D2L-Pearson integration
  - Define and implement OL Orientation course un-enroll practices
  - D2L tool usage reporting (#courses, faculty, students using each D2L tool)
  - Define/justify/implement FRI modification to allow multiple D2L sites for lecture/lab
  - Define/justify/implement modification to add wait-listed students in D2L course   (with special role)

- Additional Coordinator-desired Project Items
  - Automatically convert Faculty role in prior term courses (to eliminate confusion)
  - Add unit to OL Orientation to help students become successful OL learners
  - Enroll faculty in D2L College Org
  - Coordinator ability to combine multiple instructor's classes into one D2L site
  - Give instructors an option (or automatic) to include class meeting times and final exam in the D2L course schedule
  - Automatically create D2L accounts for all NEAs
  - Automatically create a 2nd account for all faculty (for testing student view/actions)