Educational Technology Committee
February 26, 2015
Notes

Present: 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; Daniel Gilbert-Valencia, SCC; Tim Hixon, CRC; Kandace Knudson, SCC; Jennifer Kraemer, FLC; Petr Lensky, ARC; Sheley Little, SCC; Sue Lorimer, Co-Chair, DO; Stephen McGloughlin, CRC; Doug Meline, DOIT; and Marsha Reske, ARC.
Excused: Markus Geissler, CRC; Patty Harris-Jenkinson, SCC; Gary Hartley, FLC; and Ken Kubo, ARC.

Welcome and Approval of Notes from January 29, 2015
Co-Chairs Greg Beyrer and Sue Lorimer welcomed members to the meeting. The draft notes of the January 29, 2015 meeting were approved by consensus as corrected.

Informational Updates
- College Technology Committees
  - ARC: Committee met on February 9, 2015 and is searching for new committee co-chairs for 2015-16. The draft ARC Technology Master Plan has been sent to the Planning and Coordination Council for an approval vote. Apple reps have been invited to give a 2-hour presentation related to the iPad initiative and various Apple technology tools.
  - CRC: Committee is reviewing mobile devices replacement, including critical cloud services (VDI solution). CRC welcomed new IT and Media Service Supervisor Steven Grimes. Currently updating the Distance Education Master Plan.
  - FLC: No report.
  - SCC: Employees are preparing to move into the college's new student services building by March 16, 2015. DOIT is helping with the building's new technology. College wifi project is underway, as is the PCI project. SCC IT is planning for its IT budget requests. An expert on DSPS accessibility to technology expert has been invited to present on best practices for student accessibility at SCC on May 8, 2015. Sister colleges are welcome to send representatives to join SCC faculty and administrators at the workshop.

- District IT: Doug Meline reported DOIT is working with college IT and business services personnel to implement PeopleSoft cashiering at the colleges. DOIT has been reviewing the current District IT Project Prioritization process in preparation for this year's process. Due to the short timeline to complete the process by the end of the semester, only minor changes to the process will be made. However, future review to improve the process is needed. A number of projects approved for implementation from 2012 - 2014 have still not been completed due to limited staff time after completion of mandatory IT projects and ongoing maintenance requirements. Phase 2 of this year's district-wide network assessment project has started. Results from the assessment will help inform future network infrastructure upgrades.

- Civitas: DOIT has uploaded 5 years of PeopleSoft (PS) data to Civitas where the Civitas data engineers are working to create the required reports. Civitas has provided visibility into the data for initial validation by DOIT and district Institutional Research (IR). Once the validation process determines the data appears to be clean, college managers and IR offices will begin to look at and give feedback on the reports. Once the PS data upload and validation is completed, DOIT will begin uploading of D2L data to Civitas. College LMS coordinators will need to help with that verification process.

- Google Apps: DOIT is reviewing options for easier authentication to Los Rios Google Apps. Document linking problem in Google Apps has a solution, but still needs refinement.

  Related conversation regarding requirements for software used to deliver instruction or services to students: Software must ensure FERPA and accessibility (Sections 508 and 504 compliance) requirements can be met. Colleges are responsible for faculty and staff training to ensure software is appropriately used and non-software accommodations are provided as needed. Noted that Pearson Education is working to make its products 508 and 504 compliant, although this is not yet completed.

- LMS Coordinators: ARC is hosting an accreditation workshop for faculty entitled, "Is My Course Accreditation Ready?" Attendees will receive a simple accreditation compliance check list based on lists created by other institutions that faculty can use to self assess their courses and then request assistance as needed. Sister colleges are welcome to use ARC's list if desired.

Discussion Items:
- Greg Beyrer reported on the Online Education Initiative (OEI). It is a project that is designed to help students achieve transfer, degree, and certificate goals in a timely manner through a course exchange, where students enrolled in one college can easily enroll in online classes at another college when those same classes are full at their home college.

  At this month's meeting of the OEI Steering Committee the Canvas product by Instructure was selected as the statewide common course management system (CCMS). The Butte-Glenn Community College District is the fiscal agent and is currently negotiating the contract with Instructure, which is expected to be signed by the end of March.

  Canvas was recommended with near unanimous support by the Common Course Management System Committee, which included membership from the Steering Committee, faculty and staff employees of the colleges currently piloting various OEI projects, and students from those colleges as well as the statewide student senate. The Steering Committee unanimously approved the recommendation.

  Greg reported three anecdotes shared during the steering committee meeting: Sierra College (already a Canvas client) reported that the success rate of their online students increased by eight points in the two years since they switched to Canvas while their overall success rate was flat during the same time period. Also the students who were part of the process strongly supported Canvas and one of them said she was touched by how much it was evident that the rest of us (employees) sincerely care about the success of our students. Finally, from one of the institutions that provided a reference for Canvas, the staff that has a role equivalent to the LMS coordinators in the district said they did not have to spend time teaching the technology but instead were focused on teaching pedagogy.

  The only courses that are required to use the CCMS are those being offered via the course exchange, but the system will be available for all colleges and courses (including web enhanced). The first colleges to use the system will be the 24 pilot colleges, and shortly after the contract is signed the OEI will announce the process for other colleges to join. There may or may not be a cost for colleges that want to use the CCMS, but are not part of the course exchange. None of the Los Rios colleges is a pilot college.

The request for proposals included support for transition to the CCMS from any other system, including D2L. It was reported during the meeting that Ventura College is a D2L client and is a pilot college. Currently the OEI is reviewing the course review process and instructor training. Alice Dieli and Marsha Reske from ARC are both course reviewers. (The OEI requires that courses offered via the exchange meet a set of rigorous criteria designed to support an effective online learning environment.)

Among the 24 pilot colleges are eight "full launch" colleges (focused on the CCMS and the course exchange), eight tutoring colleges, and eight student readiness colleges. The tutoring system will be available to all colleges in the state through the Foundation for California Community Colleges and will be announced in the next few weeks. The student readiness module is planned to be released by spring 2016. Future OEI plans include support for underprepared students, a test proctoring network, and counseling services.

Questions from the committee included how the CCMS option will fit with the district's emerging DE planning process (we first need to develop our group for recommending approved systems under our draft DE regulations), whether the proctoring network is supposed to be usable by everyone (yes it is), and whether Canvas can scale up to meet the anticipated demand (it can based on the testimony of other clients and the history of their web services provider, Amazon Web Services).

- College Feedback on District-wide DE Planning Process: During the previous Ed Tech meeting discussion on next steps for the on the DE planning process, Sue Lorimer asked members to check with their colleges about whether their 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. The colleges reported they would like the following:
  o Have the new DE plan informed by the state's OEI implementation
  o Have the new DE plan informed by the updated LRCCD 2016 Strategic Plan
  o Address ability for students to easily search college schedules to identify which courses are online, hybrid, and web enhanced
  o Include district-wide student services options in the plan
  o Update the 2005 resource for currency until new DE plan is developed

Future Items
  - Create improved emergency communication process to respond to internet disruptions
  - 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

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

Learning Management Update

Education Technology Committee Meeting

February 26, 2015

1. **D2L Volume update (as of 2/25/15)**

	Spring'14	**Spring'15**	%
	Final	**Current**	Increase
▪ D2L Course Offerings	3,265	**3,446**	5.5%
▪ PS Graded Components (sections)	4,056	**4,315**	6.4%
▪ Faculty	1,289	**1,375**	6.7%
▪ Student Enrollments	117,971	**119,440**	1.2%
▪ Unduplicated Students	56,553	**55,470**	-2.0%

2. **D2L Improvements & Other Status**
    - Next "between-semester" maintenance **May 28-29th** (previously communicated):
    - Other Status
      - D2L-Pearson integration – **IT testing in-process, coordinator testing to follow**
      - VideoNote and Wiggio capabilities - **Project definition & scope in progress**
      - Civitas load of D2L data – **to start soon**
      - Several operational (beginning of semester) issues **resolved**
      - Evaluation of internal D2L email – **analysis in progress (709,589 emails since 1/1/15)**

3. **Google Apps Activity**
    - Document linking problem - **currently in process, solution known**
    - Google-D2L integration – **pending resources**