

Educational Technology Committee

September 24, 2015

(approved 10/22/15)

Present: Elaine Ader, SCC; Tak Auyeung, ARC; Gregory Beyrer, Co-Chair, CRC; Jena Bills CRC; Steve Bowles, DOIT; Alice Dieli, ARC; Markus Geissler, CRC; Patty Harris-Jenkinson, SCC; Adam Karp, ARC; Kandace Knudson, SCC; Sheley Little, SCC; Sue Lorimer, Co-Chair, DO; Doug Meline, DOIT; Marsha Reske, ARC; Kirk Sosa, CRC; and Daniel Valencia, SCC.

Excused: Andy Divanyan SCC; Zack Dowell, FLC; Gary Hartley, FLC; Jennifer Kraemer, FLC; and Stephen McGloughlin, CRC.

Guests: Jeff Bucher, ARC; and Tim Hixon, CRC.

Welcome and Approval of Notes from April 23, 2015

Co-Chairs Greg Beyrer and Sue Lorimer welcomed members to the first meeting of the academic year. The draft notes of the April 23, 2015 meeting were approved by consensus.

Informational Updates

- College Technology Committees
 - ARC: The college is in the planning process to update/upgrade its website. Campus wireless upgrade project is in progress.
 - CRC: The college completed its wireless upgrade and is now planning to select and install classroom wireless projectors and review wireless networking devices (e.g. EasyCast at \$50). DEIT committee has met and is looking forward to exploring use of Canvas LMS as well as the entire state Online Education Initiative options.
 - FLC: No report.
 - SCC: The college has already had several Technology Committee meetings. A DE subcommittee is exploring expanding offerings and is using a survey to determine interest. The college wants to create/purchase a tool to help DE students better identify available DE sections and DE program pathways. The Behavioral and Social Sciences area is seeing a decline in enrollments and is exploring flipped courses and increasing professional development for faculty willing to try new modalities. SCC is exploring possibility of enhancing SARS Alert and/or purchasing Starfish to improve student success. Expanded wireless access with Cisco is going well. Also, interested in improving Warn training so messages can be sent out faster in an emergency. Faculty reps expressed concerns that CIS IA job descriptions are very outdated and low salary makes it difficult to hire individuals with the technical knowledge to work with CIS students.
- District IT: DOIT has expanded network internet bandwidth to 3X greater capacity than last spring and expects to reach 10X greater capacity by the end of fall term. Expanded from 1 to 10 Gbps at both the DO and FLC data centers. Colleges are still at 1 Gbps and DOIT is working with CCCCO and CENIC for assistance to move to a district-wide 10 Gbps network. Had a very successful PeopleSoft Financials upgrade. Participating in a strong focus to upgrade public safety related technology. Also working to upgrade entire district-wide technology infrastructure.
- LMS Coordinators: Steve provided an update on LMS related statistics and projects (see notes on page 4). Library information system was successfully installed this summer with major assistance from the college librarians. He also provided a Draft document titled "Support Plan for the D2L-to-Pearson Learning Interface." After feedback from Ed Tech members, Steve agreed to review and update the current draft to address committee concerns before bringing it back to Ed Tech. Marsha

Reske is piloting the OEI's online teaching course in Canvas with 23 other individuals across the state.

Discussion Items:

- LMS Work Group: Last spring the new Los Rios DE Regulation-7145 was recommended by Chancellor's Cabinet and approved by the Chancellor. Section 4 of the regulation provides information on requirements for the district-wide LMS platform, including the process for considering/exploring moving to a new LMS platform. Whenever there is interest in moving to a new platform the district-wide LMS Work Group will be activated as detailed in Section 4.1.1. The work group will consist of 23 members, 4 of which shall be Ed Tech faculty members (one from each college) recommended by the college academic senate and appointed by the DAS president. The appointments are currently being made and the work group will meet soon after the accreditation visits are complete.. Ed Tech members noted the following important issues to consider when assessing new LMS platforms: ease of transition from current LMS to new LMS for faculty and students, ease of integration with other online tools, ensure functionality before moving from pilot to permanent transition, cost, think of students first, and look for adaptability and responsiveness.
- Adjunct faculty email: Discussed reasons for limiting adjunct faculty email accounts to 90 days after the end of the term unless adjuncts have been assigned to a class in the next term: reduces risks of non-employee access to internal Los Rios network, student emails not being addressed if adjuncts stop accessing their email accounts, and excessive build-up of unused accounts. This 90 day limit mainly affects faculty who teach only in one term per year since the 90 days maintains active accounts over the summer for those teaching consecutive terms. Faculty Ed Tech members provided feedback that it is difficult to communicate with departments if adjuncts continue to be interested in future assignments, if they expect to be assigned to a DE course they cannot access D2L to begin working on their classes before the start of the term, and for adjuncts who have been with Los Rios for many years it is discouraging to be treated like a new employee every time they return. Deans do have the ability to submit NEA requests to maintain email accounts for longer than 90 days if they expect the faculty member to return in the next academic year.
- Results of DE Audit: Sue Lorimer provided an update on the results of the district-wide DE audit conducted last spring. A total of 385 online and hybrid sections were reviewed, 331 of which were hosted on D2L and 54 of which were hosted on non-D2L platforms. 108 of the D2L course sections and 27 of the non-D2L course sections were assessed as high/medium risk for non-compliance with the federal requirement for regular student contact. As agreed to in the March 2015 LRCCD – LRCFT MOU, faculty teaching those sections were asked to complete a DE Compliance Plan to correct the contact issues and/or better document and preserve the contact evidence for future audits/assessments. The plans were then submitted to the appropriate college administrator and assistance in improving student contacts was provided by the colleges as necessary. All 331 of the D2L course sections were considered to be on an ADA compliant platform. The auditors were unable to assess the ADA compliance of non-D2L platforms and the colleges were asked to follow-up on those platforms where sections have been scheduled. District and college fall 2015 accreditation teams have been given credentials to visit all D2L online and hybrid sections and colleges provided credentials for all non-D2L sections as required by ACCJC.
- DE Planning Preparation: Greg Beyrer noted that while there was not enough time remaining in the meeting to discuss this topic at length that it was important for colleges to reflect on what is mission

critical to improve DE programs and services to students and how the district use planning to improve DE district-wide.

- D2L Integration Projects – Current and Future: Steve Bowles referred to his handout information (see pages 5 and 6) regarding current and desired integrations. He needs Ed Tech to prioritize which programs/tools should be integrated first. Following discussion, it was decided the LMS coordinators should complete the initial prioritization of requests and then bring that information to Ed Tech for consideration and action. Questions arose about if this Ed Tech prioritization process would conflict with the LMS Work Group responsibility for selecting online tools. LMS Work Group co-chairs Greg Beyrer and Sue Lorimer will discuss the issue with DAS to determine next steps.

Future Items

- Create improved emergency communication process for internet disruptions
- Update on guidelines for the use of technology by vendors with which the district does not have a formal relationship
- Information management and users' mobile expectations

Next Meeting

The next meeting is scheduled for Thursday, October 22, 2015 from 3:00 to 5:00 p.m. in the LRCCD Main Conference Room.

Learning Management Update
Education Technology Committee Meeting
September 24, 2015

1. D2L Volume update (as of 9/24/15)

| | Sp'14 | Sp'15 | Sum'14 | Sum'15 | Fall'14 | Fall'15 |
|-------------------------|--------------|--------------|--------------|--------------|--------------|----------------|
| | <u>Final</u> | <u>Final</u> | <u>Final</u> | <u>Final</u> | <u>Final</u> | <u>Current</u> |
| ▪ D2L Course Offerings | 3,265 | 3,537 | 479 | 602 | 3,405 | 3,535 |
| ▪ PS Graded Components | 4,056 | 4,426 | 617 | 758 | 4,272 | 4,429 |
| ▪ Faculty | 1,289 | 1,403 | 358 | 450 | 1,358 | 1,388 |
| ▪ Student Enrollments | 117,971 | 121,807 | 17,696 | 21,001 | 123,305 | 123,777 |
| ▪ Unduplicated Students | 56,553 | 55,844 | 14,275 | 16,868 | 57,907 | 57,652 |

2. D2L Improvements & Other Status

- The production system was upgraded to Service Pack (**SP**) **18** May 28-29th and **SP 20** Aug 12th
- Also on above dates: deleted courses older than 3 years, completed end-of-term processes and college course branding
- D2L-Pearson integration
 - implemented in Production;
 - Support Plan ready for EdTech Review
 - Additional integrations to be discussed (see 2nd page)
- Wiggio capabilities – **not recommended for production at this time**
- VideoNote – **Needs additional Coordinator testing – may be appropriate for certain situations**
- Civitas load of D2L data – **waiting Civitas request**

3. Google Apps Update

- Document linking, “stickiness” on logoff, and mobile app problems – **completed mid-summer**
- Google-D2L integration – **pending resource availability**
- Recommendation to ISO’s for expansion of gmail to all students was accepted. Request for all faculty was tabled, pending more information.

4. Library System Update

- Upgraded from Millennium to Sierra – **completed by Vendor and Library employees**
- Upgraded Operating System (Linux) - **completed**
- Later added Decision Center capability - **completed by Vendor and Library employees**

D2L Integrations

1. Pearson Integration - **completed**

- First Learning Tools Interoperability (LTI) integration with D2L
- Created **Project Description** document to define scope, timeline, expectations, etc.
- Conducted live Pilot during summer, then full roll-out in fall
- Created **Support Plan** to define roles of Los Rios and Pearson support areas
- Support Plan not intended for faculty or students, only for Ed Tech, Deans, etc.
- Appendices include “how to” handouts for Support Staff, Faculty, and Students
- The Interface creates:
 - Single-sign-on (SSO) pass-through (after the 1st login to setup Pearson connection)
 - Allows grades to be passed back to D2L Gradebook (at instructor’s discretion & control)
- Created contract between Los Rios and Pearson to protect FERPA for data at Pearson site
- Interface is for all Pearson MyxxxLab classes (not limited to MyMathLab)

2. Labor Estimate for other integrations (similar LTI, additional LTI capabilities, and non-LTI)

- Case 1 - LTI integration similar to Pearson (SSO and grades returned)
 - Review vendor documentation and evaluate solution (per our criteria) 10 hours
 - Work with vendor on contract (or sign our FERPA form) 3-9 hours
 - D2L setup in DEV 1 hour
 - Test interface, validate vendor claims (and data movement) 40 hours
 - Troubleshoot any problems or setup issues 0-40 hours
 - Document faculty/student/support staff steps 10 hours
 - Communicate new service (and any caveats) to faculty & staff 1 hour
 - Respond to questions 3 hours
 - Deploy to production environment and test final implementation 3 hours
 - **TOTAL** Minimum 71 hours; **typical 117 hours**
 - Estimated elapsed time = **5-6 weeks**, depending on production support activities
- Case 2 – Higher usage of LTI integration (SSO + additional data items returned)
 - All of the Case 1 items above 71-117 hours
 - Additional testing time (per additional data element returned) 0-10 hours
 - Additional troubleshooting time (per additional data element) 0-10 hours
 - Additional documentation time (per additional data element) 0-2 hours
 - **TOTAL** Minimum 71 hours; typical **117 + 22 per additional data element**
- Case 3 – Products & Services that use a different integration
 - Estimate based on a case-by-case evaluation & estimate

3. Recommendations

- Use the same basic process and criteria as previously approved by Ed Tech
- DE/LMS Coordinators prioritize additional interfaces (& inform Ed Tech)
- Revise criteria for approving/disapproving additional vendors/publishers by combining:
 - Criteria from prior Ed Tech process (# users benefiting, ADA, purpose, cost, etc.)

- Additional criteria resulting from Pearson project plan, including: SIS integration, regulatory, security, vendor performance commitments (SLAs), vendor dev & QA environments, allows Los Rios monitoring, vendor track-record, other.
- Begin additional vendor/publisher interfaces, based on DE/LMS Coordinator priorities (including other support tasks and outstanding issues)