Educational Technology Committee
October 22, 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; Zack Dowell, FLC; Markus Geissler, CRC; Patty Harris-Jenkinson, SCC; Gary Hartley, FLC; Adam Karp, ARC; Kandace Knudson, SCC; Jennifer Kraemer, FLC; Sue Lorimer, Co-Chair, DO; Stephen McGloughlin, CRC; Marsha Reske, ARC; Johnathan Santos, ARC; Kirk Sosa, CRC; and Daniel Gilbert Valencia, SCC.
<u>Excused</u>: Andy Divanyan SCC; Sheley Little, SCC; and Doug Meline, DOIT.
<u>Guests</u>: Tim Hixon, CRC.

<u>Welcome and Approval of Notes from September 24, 2015</u>
Co-Chairs Greg Beyrer and Sue Lorimer welcomed members to the first meeting of the academic year. The draft notes of the September 24, 2015 meeting were approved as corrected.

<u>Informational Updates</u>
College Technology Committees
- o ARC: A committee has been created to assist in developing a new ARC home website and is exploring creating a new position to support the site. The proposed ARC Technology Master Plan was approved by the college Planning Coordination Council.

- o CRC: The college has acquired a Lightboard presentation device that allows the presenter to face his/her audience while making notations on the board. CRC approved its proposed IT Master Plan. CRC is discussing how to best support more mobile devices used by students and staff; use is currently heavily used in the library and outdoors. Support might include more outlets to charge devices, replacing employee desk top computers in some areas/offices, letting students and staff check out mobile devices from the college, and improving network security.

- o FLC: The new FLC Technology and DE Plan is being assigned to different college committees, (e.g. DE is being assigned to a subcommittee of the Curriculum Committee) to better spread the work to the appropriate committees/groups.

- o SCC: Greg Beyrer was invited to SCC to present an overview of the statewide Online Education Initiative (OEI), including levels of services, which was very helpful. SCC is working on its Technology Plan. SCC is participating in the state's California Assessment Initiative (CAI) pilot, including collecting multiple measures. District's media server is no longer meeting SCC's ADA needs, so SCC is exploring using the state's 3C Media caption service for quick turnaround. Unfortunately, state funding for 3C Media is based on grants and not consistent so a back-up plan is needed. SARS Alert does not work well at SCC; is it working at other colleges? Reviewed a demo of the mobile friendly iMeet app to address counseling, writing center, and tutoring communication needs.

- o District IT: PeopleSoft Financials System was successfully upgraded and the HR System upgrade will start early in 2016. The district is also working with the colleges to investigate a mobile app for student use. The LR Gmail issue for Los Rios employees who are also students was fixed so that those individuals can use Gmail for their Los Rios classes. A 10 Gbps fiber line has been established between DO and FLC (FLC serves as the data center back-up for the district). Over time, all colleges will have 10Gbps connectivity installed.

- o LMS Coordinators: Steve provided an update on LMS related statistics and projects (see notes on page 4). ARC is hosting an all-day OEI Course Rubric to training improve DE courses. ARC has been approved to hire a DE Dean who will oversee and support all DE courses/programs, e.g. Dean of Virtual Education Center. The justifications for the hire were ARC's new Technology Master Plan and the number of DE courses it currently offers. CRC's DE Coordinator is on the OEI Steering Committee and ARC's DE Coordinator participates in the OEI faculty training committee.

Discussion Items:
- o Preliminary Accreditation Team Visit Outcomes for DE and IT: ARC received verbal commendations on its high quality DE faculty leadership and courses. CRC received verbal commendations on its utilization of data to improve programs and its entrepreneurial attitude. FLC received verbal commendations for student access to technology throughout the college and bringing innovative technology forward intentionally instead of through random chance events. FLC will likely receive a recommendation regarding a better plan to replace aging IT hardware in a timely and consistent manner.   The District will likely receive a recommendation to complete development of a district-wide IT infrastructure plan. Assessments to support such a plan have already been completed for Internet Architecture, Network Core Architecture, and Firewall Architecture (consultant) and wireless (DOIT and colleges). College and District IT personnel were interviewed as part of the assessments.

- o Los Rios 2016 Strategic Plan Process Update: Members provided input on what ideas they want considered regarding technology in the next district strategic plan:
  - o Ability for students to do an online readiness self-assessment
  - o Ability to easily search for online courses
  - o Place online readiness modules link at the top of the search for online courses landing page
  - o Create a pop-up shopping cart to more easily place courses in the cart
  - o Consider what an "Online College" would look like, what we would need to put in place
  - o Create an Online College vision
  - o How to best assist employees who need to update their online and other technical skills

- o Revised Draft Support Plan for LMS Integrations: Steve Bowles presented an updated draft of the Support Plan for LMS Integrations based on feedback provided at the September Ed Tech Meeting, including:
  - o Revised to be generic for all LTI Integrations (replacing Pearson Support Plan distributed before September Ed Tech meeting
  - o Revised the college IA and other staff responsibilities to remove reference to "Lab Techs" and instead mention personnel with/without student support responsibility and how the plan can help each
  - o Reorganized the Appendices to include information for each approved vendor/publisher (only Pearson now, but ready for future additional approvals
  - o Ed Tech recommends that LMS Co-Chairs Greg Beyrer and Sue Lorimer request the District Academic Senate to consider keeping recommendations on educational online tools under Ed Tech's purview and have the LMS Work Group focus on LMS platforms.

- o Proposed Approval Process for LMS Integrations: Steve Bowles described how Ed Tech previously approved a "Process for Evaluating Additions to Desire2Learn" and two vendors (iClicker and Scantron/Class Climate). The process is intended to balance Edu Tech time availability and meeting frequency with the amount of concern for details of each specific vendor's product/service/practice. The process includes:

- o Criteria for evaluating vendors, categorized into three groups:
  - **Required Categories** (security, FERPA, Board policy, accessibility, and system reliability/performance)
  - **High Priority Categories** (purpose, number of faculty/students, cost, implementation/ongoing effort, and current educational community use)
  - **Medium Priority Categories** (end-user support, impact on other D2L users not using the additional features, portability to other LMSs)
- o Evaluation is by DE/LMS Coordinators and IT with four possible outcomes:
  - **Approved** (for additions with no security, performance, or major concerns)
  - **Disapproved** (for additions with serious shortcomings or security issues
  - **Recommended** (when Coordinators/IT have concerns and want Ed Tech review)
  - **Not Recommended** (when Coordinators/IT have concerns and want Ed Tech Review)
- o All Coordinator/IT actions and current status are reported to Ed Tech at next meeting.

DE/LMS Coordinators are currently evaluating the overall process and evaluation criteria (see flow diagram on next page)

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, November 19, 2015 from 3:00 to 5:00 p.m. in the LRCCD Main Conference Room.

Learning Management Update
Education Technology Committee Meeting
October 22, 2015

1. **D2L Volume update (as of 10/20/15)**

	Fall'14 Final	Fall'15 Current
▪ D2L Course Offerings	3,405	**3,599**
▪ PS Graded Components	4,272	**4,518**
▪ Faculty	1,358	**1,415**
▪ Student Enrollments	123,305	**126,755**
▪ Unduplicated Students	57,907	**58,320**

2. **D2L Improvements & Other Status**
   - Increased the frequency to <u>3 per day</u> for *some* of the PeopleSoft-to-D2L updates
     - We now process new course creations, enrollments, adds, drops at 11:00 am and 4:00 pm, in addition to overnight (~5:00 am)
     - This only affects **official courses**, <u>not</u> Student Orientation, development courses, or new students/employees who are <u>not</u> in a D2L official course
     - We are working towards the same schedule for Student Orientation enrollments
   - Standard LTI integrations in D2L
     - Standard LTI **Support Plan** – separate Agenda Item
     - D2L Integration approval process – separate Agenda Item
     - Current Status of LTI integrations
       - In Production system
         - Pearson Learning
       - In Development system (ready for Coordinator testing)
         - NetTutor
         - WorldWideWhiteBoard
         - Films on Demand
         - McGraw Hill
         - Soomo
         - ConferNow (Zoom)
   - Cengage

3. **Google Apps Update**
   - 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**
   - No new updates

Process for Evaluating Integrations to D2L
(acknowledged by Ed Tech 2012)

Standard (Blank) Criteria/Questions Describing Vendor Integration → **Requestor**
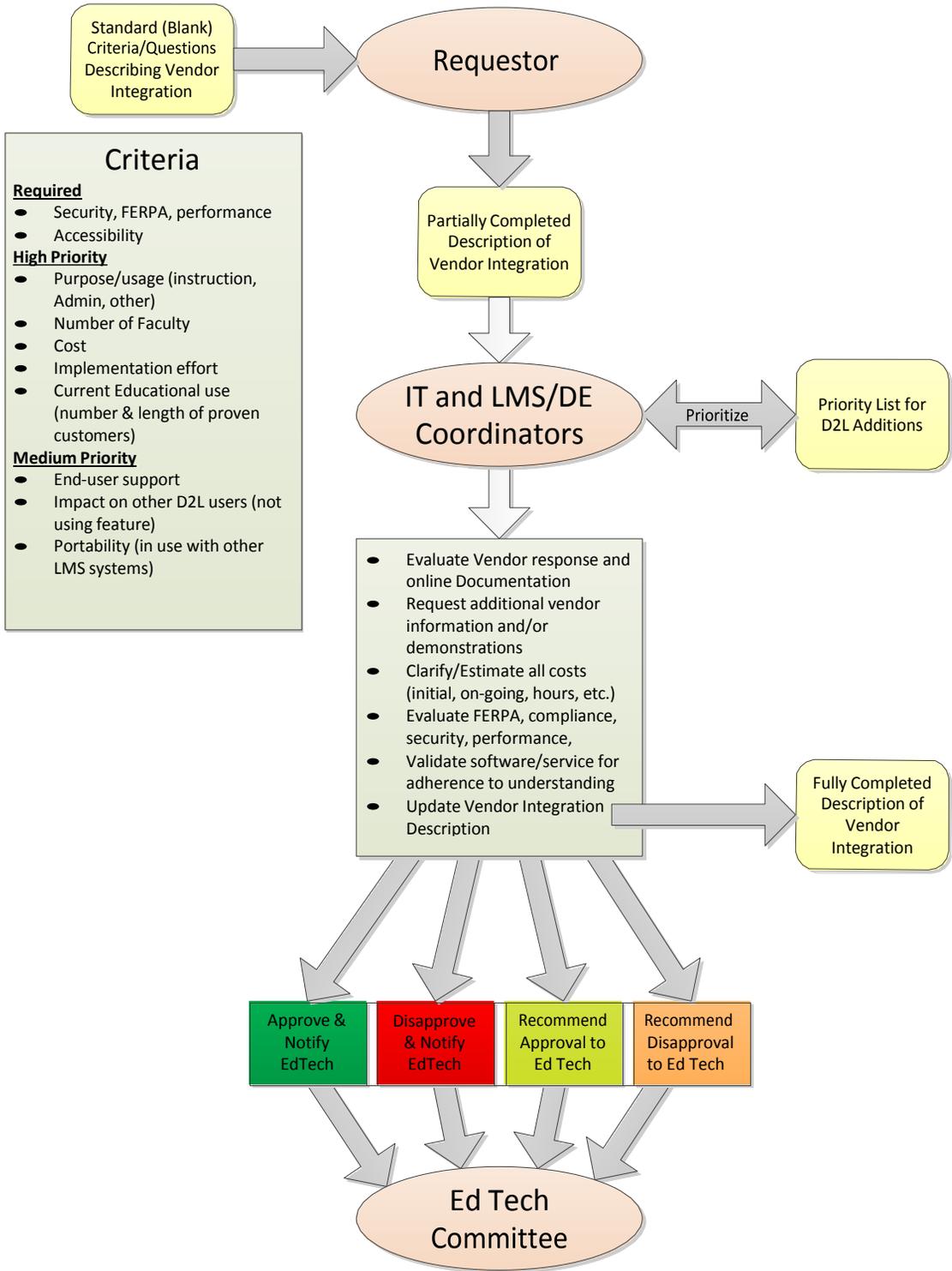
Criteria

Required
- Security, FERPA, performance
- Accessibility

High Priority
- Purpose/usage (instruction, Admin, other)
- Number of Faculty
- Cost
- Implementation effort
- Current Educational use (number & length of proven customers)

Medium Priority
- End-user support
- Impact on other D2L users (not using feature)
- Portability (in use with other LMS systems)

Partially Completed Description of Vendor Integration

IT and LMS/DE Coordinators

Prioritize

Priority List for D2L Additions

- Evaluate Vendor response and online Documentation
- Request additional vendor information and/or demonstrations
- Clarify/Estimate all costs (initial, on-going, hours, etc.)
- Evaluate FERPA, compliance, security, performance,
- Validate software/service for adherence to understanding
- Update Vendor Integration Description

Fully Completed Description of Vendor Integration

| Approve & Notify EdTech | Disapprove & Notify EdTech | Recommend Approval to Ed Tech | Recommend Disapproval to Ed Tech |

Ed Tech Committee