

## Educational Technology Committee

September 29, 2016

### Notes (approved 10/27/16)

<b>Sue Lorimer (Co-Chair)</b>	<b>DO</b>	<b>PR</b>	<b>Kandace Knudson (Co-Chair)</b>	<b>SCC</b>	<b>PR</b>
<b>Markus Geissler</b>	<b>CRC</b>		<b>Zack Dowell</b>	<b>FLC</b>	<b>PR</b>
<b>Grace Austin</b>	<b>SCC</b>	<b>PR</b>	<b>Marsha Reske</b>	<b>ARC</b>	
<b>Tak Auyeung</b>	<b>ARC</b>	<b>PR</b>	<b>Gregory Beyrer</b>	<b>CRC</b>	<b>PR</b>
<b>Jena Bills</b>	<b>CRC</b>	<b>PR</b>	<b>Jennifer Kraemer</b>	<b>FLC</b>	<b>PR</b>
<b>Caleb Fowler</b>	<b>FLC</b>		<b>Sheley Little</b>	<b>SCC</b>	<b>PR</b>
<b>Patricia Harris Jenkinson</b>	<b>SCC</b>	<b>PR</b>	<b>Alice Dieli</b>	<b>ARC</b>	
<b>Adam Karp</b>	<b>ARC</b>	<b>PR</b>	<b>Stephen McGloughlin</b>	<b>CRC</b>	<b>PR</b>
<b>Gary Hartley</b>	<b>FLC</b>		<b>Elaine Ader</b>	<b>SCC</b>	<b>PR</b>
<b>Kirk Sosa</b>	<b>CRC</b>	<b>PR</b>	<b>Doug Meline</b>	<b>DO</b>	<b>PR</b>
<b>Steve Bowles</b>	<b>DO</b>	<b>PR</b>	<b>Daniel Gilbert-Valencia</b>	<b>ARC</b>	<b>PR</b>
<b>Jon Santos</b>	<b>ARC</b>	<b>PR</b>	<b>Others: Tim Hixon</b>	<b>CRC</b>	<b>PR</b>
<b>Brian Pogue</b>	<b>SCC</b>	<b>PR</b>			

#### Welcome

The meeting was called to order at 3:03 by Co-chair Kandace Knudson and introductions were made by those present.

#### Approval of Notes from April 28, 2016

The draft notes of the April 28<sup>th</sup> meeting were approved by consensus with minor changes.

#### Campus IT Updates

- ARC – Jon reported they are phasing out support of VHS format, but will work on transferring information to digital formats; they are working to get Adobe Acrobat Pro for everyone and Creative Suite for some; they will use Ingenuix for the content management system for their webpage; they are working with FLC to set standards to ensure a uniform look to information on the webpage and navigation.
- CRC – Greg noted they are waiting for news on the backup network connection; that Films on Demand database is a great addition and easily integrated into both D2L and Canvas.
- FLC – no report
- SCC – Kandace reported that they are planning for the training they will make available for students on Canvas and ways to get the notice out to students.
- DO – Doug noted they are working on (1) connectivity – CCCCCO is paying for a 10GB ring from CENIC for the district and the first leg at ARC is installed. It will be a while before CENIC completes the ring. An RFP closed last week to request bids for secondary connectivity which might be installed before our primary connectivity is completed. First look at the bids appears that the pricing is very competitive, and members from the colleges will be asked to assist with reviewing the bids. He noted the District will move from using fiber leased from several sources to contracting with only CENIC (with service level agreements) and the winner of the RFP (with service level agreements); (2) network upgrades - ARC's entire distribution network has been replaced and they are moving from a single connection to two connections and a single core to a dual core, which will provide a better user experience at a reasonable price; and (3) data center infrastructure – space has been identified at FLC to separate out the district's portion of the network.

Steve referred to his handout (see attachment) and noted there wasn't a D2L upgrade due to issues with their release, and with the migration to Canvas, there may not be another upgrade installed in the future. He noted the Canvas sandbox will be transitioned during early 2017 from a "play" area for faculty to a production environment where DOIT can test out different things and/or develop software. Once available, faculty will/should use the regular version of Canvas to work on their courses so they can easily become live courses. Tak asked if faculty can backup their courses to a Google drive until they are ready to use it, and it was noted that they can. Steve shared the Los Rios LTI Integration information and noted that not all the tools listed will be put into production.

Sue noted that Policy/Regulation 7145 related to Distance Education/LMS Work Group states that the group is tasked to review new and existing LMS platforms and to make recommendations to the District Academic Senate. It also states the group would review/vet tools for the LMS as well. She noted that concern was expressed by DAS and LMS coordinators that the LMS Work Group's members are not necessarily proficient in distance education technology and they asked if the Ed Tech Committee would be a good resource for reviewing tools instead, as informed by the LMS coordinators' recommendations. She noted that JP Sherry will be drafting an update to the policy and regulation to reflect this. She also noted that students are finding it difficult to apply to our colleges through CCCApply, which may be impacting our enrollment numbers due to their frustrations. ARC has funded a consultant to review the application process through the student's viewpoint to see where the difficulties lie. Hopefully we will learn how to make it less confusing for students. We are also looking at accessibility of our website districtwide. JP Sherry and Victoria Rosario will be chairing a committee reviewing this to make sure we are in compliance.

Greg asked if access to gmail was temporary or permanent for employees. Doug noted that for the time being, it will continue to be available, but is not being promoted because it was an emergency fix to keep Los Rios Google working. Unfortunately, an alternative has not been identified. It was noted that there could be confusion when an employee has two work email accounts but may not be checking both for incoming messages.

Elaine asked for an update on Office 365. Doug noted that it is being explored and the rapid expansion of its use at the colleges has created some difficulties. There are currently 500 users who would need to be moved. No data will be lost, but it might be housed in a different location on the network. Sue noted that JP is still reviewing the agreement because it moves our confidential data to the iCloud. Elaine asked who will make the decision about the transition because it affects college's planning. Sue noted that the Educational Technology Committee would most likely NOT be tasked with this because Office 365 doesn't impact the learning environment. Stephen noted that at CRC they are about to make a large purchase of the cloudbooks, and this decision affects that purchase and what IOS is loaded on the cloudbooks when they are purchased. Tim noted that the longer we wait, the more difficult it will become to sort this out.

### **College LMS/DE Update**

- ARC –no report
- CRC – Greg noted he's been able to enlist 105 people to assist with Canvas training.
- FLC – no report

- SCC – Brian noted that they had 140 people participate in training on Canvas. They have faculty selected who will help with the training.

### OEI/Canvas Updates

Preparations for Canvas Transition – Kandace noted that at SCC they are ramping up in preparation for transition to Canvas. Greg noted that there are four sets of third party tools that can be used with Canvas. One set is the Learning Tools Interoperability (LTI) and is the standard. The tools that were approved for use with D2L will be approved for use with Canvas. We need to be able to take on additional tools, but still make sure they comply with federal regulations and they are accessible. We also want to support innovation by faculty. The remaining three sets are those that are (1) Contracted from the OEI such as Proctorio (online proctoring of exams) and Cranium Café (online counseling). These serve/support the OEI, were adopted through rigorous screening, and comply with accessibility and FERPA regulations. Sue noted that JP is still reviewing the documents, but she hopes that the standards of the OEI will suffice and enable us to adopt those tools easily. (2) Tools Coming with Canvas - Canvas comes with a list of about 100 tools, which we hope could easily be approved since they come with the package. He suggested the LMS coordinators and IT Analysts look at those tools and noted that tools that request user information may be modified to prohibit the sharing of information by modifying the XML. (3) Unknowns – if an instructor wants to use a tool not already incorporated into Canvas, we would ask the instructor to obtain VPAT (Voluntary Product Accessibility Template) which lists the authorizing statement regarding how they plan to meet regulations. At this point if the vendor is not able to provide the documentation, then they would need to go through a rigorous screening process.

Sue noted that accessibility should remain front and center to ensure we are in compliance, but also that we make students of all abilities feel welcome in our online classrooms. Elaine questioned whether the vetting of tools through the OEI process was a broad and rigorous enough procedure that we don't have two standards – one if it's Canvas and one if it's not.

Sue noted the challenge will be becoming aware of what instructors are using because typically the first way we learn there is a problem is through a student complaint. Elaine suggested using the IT Committees and sharing with them the approved procedure that will also be shared with and adopted by the Academic Senate. She noted that if JP can generate the standard process for those non-Canvas products, then we will have the guidelines against which we could measure any future tools. Elaine wondered how students will experience Canvas with different faculty – should they have the same experience, should faculty use the same tools to ensure the same experience. Kandace noted that using Canvas will make online courses more uniform than D2L because of the design of the platform. However, not all issues can be eliminated. Elaine noted we should let students know in their online orientation materials about possible variations in the platform from college to college and/or instructor to instructor.

Sue noted that Canvas will be live on October 31. Faculty will have until December 2017 to continue to use D2L (or another platform) if they choose. Sue will send out a memo informing faculty of these important dates.

Funding for Transitioning of Courses – Sue noted that they are still working with LRCFT to develop the payment structure for faculty moving their courses from D2L to Canvas. Whether they will pay for training or when the course goes “live” or both is still being determined. Sue will need information from each campus regarding who the faculty should contact with questions on Canvas. Students will be sent information about Canvas as well and directing them to the Help Desk

number. Jena asked if there is a training course on Canvas for students. Steve noted there is a one unit self-registration course at ARC. PJ wondered if the cost of the course would be an issue; students may not have the funds to enroll in an additional unit. Greg noted that the OEI has resources to help students including a self-assessment. It was noted that students don't traditionally perform as well in online courses as they do in on ground courses. Elaine noted that there may be Equity Funds available for some students if there is an achievement gap.

### **Discussion Items**

District Technology Plan – Sue provided the group with an update and noted the CampusWorks report and the ACCJC standards. The plan (1) will be broken down into areas of responsibility with those groups with intimate knowledge of each area of deficiency providing input and (2) could be high level versus very detailed if a plan already exists at the college because we can refer back to the existing plan instead of re-writing it in this plan. She noted that the VPAs are working with Theresa Matista on determining if the campus or the district should pay for each piece. She noted that the District Technology Plan Steering Committee will meet at the end of October; a draft plan will be developed by November and sent to colleges for review, in order to get it to the Board of Trustees for their approval by February. The plan is due to ACCJC in March.

New Los Rios App – Doug noted that two communications are now active in the Los Rios App (wait lists and grades notifications).

### **Other**

Kandace asked for any Highpoint updates. Sue noted that Pell grants require that all courses a student takes are in their plan. Students transferring from one college to another may start a plan at one campus and continue the plan at another, but the course work could vary making some courses they have already taken not applicable toward the new plan. Students taking the wrong courses could end up with no funding. To try to alleviate this, the District asked the Department of Education if students could take up to 70 units fully funded as long as their intent is to transfer. The DOE finally returned with an affirmative answer. Now, we must work in reporting it with the proper CIP codes and integrating that with our degree audit system. Jena noted that there will still be issues with vocational students so early notification for students is important. It was noted that if we fail an audit, our Title IV privileges could be removed.

Jena noted that she'd like to see "Mobile Device Management Policies" moved from future items to an agenda item.

Adjourned at 4:25.

### **Future Items**

- Update on Mobile Device Management Policies
- Discussion on Goals (BHAGs - suggested by Markus Geissler)
- Innovate Funding Options

### **Next Meeting**

The next meeting is scheduled for October 27, 2016

**Learning Management Update  
Education Technology Committee Meeting  
September 29, 2016**

**1. D2L Volume update (as of 9/28/16)**

	Fall'15 <u>Final</u>	Fall'16 <u>Current</u>	% of <u>prior</u>
▪ D2L Course Offerings	3,621	<b>3,657</b>	<b>101.0%</b>
▪ PS Graded Components	4,540	<b>4,568</b>	<b>100.6%</b>
▪ Faculty	1,426	<b>1,451</b>	<b>101.8%</b>
▪ Student Enrollments	126,687	<b>125,176</b>	<b>98.8%</b>
▪ Unduplicated Students	58,197	<b>57,102</b>	<b>98.1%</b>

**2. D2L Improvements & Other Status**

- Planned maintenance dates (D2L unavailable)
  - Past: **August 10, 2016** – **did not upgrade – issues with release & patch options**
  - Next: **January 5, 2016** (2 days after Fall grades are due)

**3. Canvas**

- **Sandbox environment**
  - Currently **478** faculty in Canvas
  - Currently **785** test/dev courses, 367 have activity
- **Production environment**
  - Currently finalizing setup
  - Planning to load Spring courses and test/validate SIS Integration
  - Production instance to be released to Faculty by October 31<sup>st</sup>, with Spring courses
  - Faculty can move content from Sandbox courses to Production courses, as desired
  - Sandbox site will be available until early Q1 2017

**4. Status of integrations (D2L and Canvas)**

- Currently **10** approved integrations in D2L
- Currently **37** integrations in (or planned to be in) the Canvas sandbox
- Production integrations are pending testing and accessibility verification (or OEI acceptance)
- Full list on page 2

**5. Google Apps Update**

- No new updates

**6. Library System Update**

- No new updates

## Los Rios LTI Integration Status

	D2L Development Status	D2L Production Status	Canvas Sandbox Status	Canvas Production Status
NetTutor	Installed	Installed	Installed	Installed (ARC & SCC)
WorldWideWhiteboard	Installed	Installed	Not Installed	In-Progress (Districtwide)
Pearson (MyLab)	Installed	Installed	Not Installed	In-Progress (Districtwide)
Cengage (CNOWv2, MindLinks)	Installed	Installed	Not Installed	In-Progress (Districtwide)
McGraw-Hill Campus	Installed	Installed	Not Installed	Installed (Districtwide)
Turnitin	Installed	Installed	Not Installed	In-Progress (Districtwide)
Films on Demand	Installed	Installed	Installed	Installed (Districtwide)
ConferNow (Zoom)	Installed	Installed	Not Installed	Installed (Districtwide)
Macmillan Higher Education	Installed	Installed	Not Installed	In-Progress (Districtwide)
Soomo Webtexts	Installed	Installed	Not Installed	Installed (one course)
Dropbox	N/A	N/A	Installed (top level)	Not Installed
Khan Academy	N/A	N/A	Installed (top level)	Not Installed
Open Educational Resources	N/A	N/A	Installed (top level)	Not Installed
Quizlet	N/A	N/A	Installed (top level)	Not Installed
TedEd	N/A	N/A	Installed (top level)	Not Installed
Twitter	N/A	N/A	Installed (top level)	Not Installed
USA Today	N/A	N/A	Installed (top level)	Not Installed
Vimeo	N/A	N/A	Installed (top level)	Not Installed
Wikipedia	N/A	N/A	Installed (top level)	Not Installed
YouTube	N/A	N/A	Installed (top level)	Not Installed
Educreations	N/A	N/A	Installed (top level)	Not Installed
Flat World Knowledge	N/A	N/A	Installed (top level)	Not Installed
Funbrain	N/A	N/A	Installed (top level)	Not Installed
Internet Archive	N/A	N/A	Installed (top level)	Not Installed
LTI Maps	N/A	N/A	Installed (top level)	Not Installed
Canva Badge	N/A	N/A	Installed (course)	Not Installed
GoReact	N/A	N/A	Installed (course)	Not Installed
Graph Builder	N/A	N/A	Installed (course)	Not Installed
Insert Math formula by WIRIS	N/A	N/A	Installed (course)	Not Installed
Sapling Learning	N/A	N/A	Installed (course)	Not Installed
Zaption	N/A	N/A	Installed (course)	Not Installed
WIRIS Math Equations	N/A	N/A	Installed (course)	Not Installed
Andover Fulcrum	N/A	N/A	Installed (course)	Not Installed
GitHub	N/A	N/A	Installed (course)	Not Installed
Google Charts	N/A	N/A	Installed (course)	Not Installed
Graph Builder	N/A	N/A	Installed (course)	Not Installed
Text Reader	N/A	N/A	Installed (course)	Not Installed