Educational Technology Committee
September 28, 2017
Notes (approved 10/26/17)

Jamey Nye (Co-Chair)	DO	PR	**Alice Dieli (Co-Chair)**	ARC	PR
Markus Geissler	CRC	EX	**Zack Dowell**	FLC	PR
Marsha Reske	ARC	PR	**Kandace Knudson**	SCC	PR
Grace Austen	SCC		**Gregory Beyrer**	CRC	PR
Jena Bills-Trench	CRC	PR	**Jennifer Kraemer**	FLC	PR
Caleb Fowler	FLC	PR	**Sheley Little**	SCC	PR
Patricia Harris Jenkinson	SCC	PR	**Kate Williamson**	ARC	PR
Adam Karp	ARC	PR	**Stephen McGloughlin**	CRC	PR
Greg McCormac	FLC	PR	**Jeff Lewis**	FLC	PR
Kirk Sosa	CRC		**Tom Danford, Interim CIO**	DO	PR
Brian Pogue	SCC	PR	**Daniel Gilbert-Valencia**	ARC	PR
Jon Santos	ARC	PR	**Mike Day**	DO	PR
Pamela Bimbi	ARC		**Others: Tim Hixon**	CRC	PR

Welcome
The meeting was called 3:07 by Co-chair Alice Dieli who introduced her Co-chair, Jamey Nye, Vice Chancellor of Education & Technology.

Approval of Notes from April, 2017 and the Agenda
The draft notes of the April 27th meeting and the agenda for today's meeting were approved by consensus.

Campus IT Updates
- ARC –Jon noted they are still working on their website redesign and are acquiring routers to handle higher bandwidth.
- CRC – Greg noted one meeting has been held; the Academic Senate is reading a resolution in support of the OIE's course exchange. Stephen noted that the participatory governance structure is being reorganized and mapped to match accreditation standards; they are working on changing their website during the summer of 18; and are overhauling their PROF process as well.
- FLC – Zack noted they will meet next week, so there is no report.
- SCC – Andy noted they are working with DOIT on POE Internet switches and 90 access points will be replaced with CISCO switches.
- DO IT – Tom noted the 10G Connection with CENIC that the district funded has been completed. There is a major effort to replace switches at each campus to handle the faster service and provide better security.   This is the last semester with D2L, but some archive information may be available until at least June, 2018 when our contract with D2L expires. Greg noted that having access to the history is important especially if a student challenges a grade. Alice noted that faculty received notification that no access to information in D2L will be available, so before we change that message, we should make sure of what is actually available. Mike noted that there is concern about our non-licensing status and what will be available.

College LMS/DE Update

- ARC – Marsha noted that Pamela Bimbi is their new DE Coordinator and they have hired a Universal Design Learning Coordinator, Lesley Reeves. They have held another OEI rubric academy and are providing opportunities for Canvas training. They are running two sections of the online teaching institute. She noted that only 20% of the faculty who used D2L in the past have not yet been trained in Canvas. Their Academic Senate passed a resolution in support of use of the OEI course design rubric as a tool for online courses.
- CRC – Greg noted that it was a "summer of Canvas" with lots of training opportunities and that it has been received favorable by most faculty.
- FLC – Zack noted that 80 faculty are still using D2L this semester (some may have transitioned to Canvas, but chose to use D2L), and they have lots of training available, including two day-long trainings and trainings on Saturdays.
- SCC – Brian noted it's going well with about 50 faculty still needing to transition their courses to Canvas. They also participated in a live run of Proctorio and it went well. Jamey asked about authentication, and Brian noted there are several ways to authenticate. Marsha noted that they discovered that Proctorio could also be used as a teaching tool as well because you can observe students and where they are having difficulties. Jamey asked about the workload put on faculty by using Proctorio, and Brian noted that once they are trained on how to use it (and what features they want implemented), it is very easy to use. Jamey noted that the unique user/login information is the basic standard to meet accreditation standards.
- DO – Mike reviewed his report (attached) and noted that 515 faculty are still using D2L, down from 1469 at the same time last year. Fall 17 is the last semester it can be used, but our contract expires June 30, 2018. Mike noted that we need to develop a way to vet tools (LTI) that are added to Canvas to ensure accessibility and FERPA compliance. Phone support for Canvas has been renewed through June 20, 2018. Faculty and Course Evaluations in D2L need to be transition to Canvas. They are reviewing vendors to provide this feature and hope to pilot in the Fall with deployment in the Spring. Jamey asked whether the student course evaluation data is stored in D2L because it does not need to be stored past the semester in which it is acquired.

  Sheley asked about lecture and lab shells being uncoupled and discussion followed. Alice noted that this was created for faculty who had a lab and not a lecture to ensure that their course appeared in the schedule. Daniel noted that it's unwieldy especially for CIS because of lecture & lab combos and other term classes. Kandace noted they are discussing when is a lab really a lab and when is it just homework. Jamey asked if there was a statewide direction on this topic. Kandace noted that the State Academic Senate is writing best practices on effective contact.

  Mike reminded everyone that enrollments are loaded 7 days before the start of term due to the high fluctuations of adding/dropping courses. He noted that IT is receiving three times the amount of trouble tickets, but Canvas (and the extra support purchased by the district) is handling the majority of the tickets. Mike noted that the library system was upgraded on June 24th. Greg noted that he'd like to see an easier way for students to access Films on Demand. Kate noted that many vendors don't have the capability of doing that, but perhaps DOIT could work with the librarians to get this done.

Discussion Items

    a. <u>Course Scheduling and SEL Project Updates</u> – Jamey provided an update on these projects and noted there are fewer vendors for ELSS products than SEL products and it's much

easier to define what they are doing. Demos for ELSS were held last week and SEL demos will be held on October 10th. These demos will inform our RFP. The College Presidents are the Executive Sponors of these projects and Jamey acts as the administrative liaison between the Executive Sponsors and the district work groups. Jamey noted that the SEL group has participated in two journey mapping sessions and that no state-wide SEL product exists (Hobson or Starfish have some pieces; but not all the tools we want). He expects implementation to take 6-8 months for SEL. ELSS will first be used in Fall 18 to generate the Fall 19 schedule. He noted that the goal of the both projects is to have student educational plans inform our schedule and to produce an optimized schedule that can be modified as needed. He noted that two Analyst positions have been approved for DOIT to support these two projects. There will be college teams for implementation, but will have district teams as well to ensure as much uniformity as possible. Greg asked about early alert option to connect to Canvas. Jamey noted that this might be an add-on, but it's definitely an interest. Jena asked if the analytics function of the products will allow for district-wide optimization as well as campus optimization of courses offered and facilities used. Jamey noted that it could assist with the online course offerings. Kandace suggested that any shared decisions should be revealed as soon as possible so that the campuses don't do too much unnecessary planning. Jamey noted that since we don't know what product we are getting, it is hard to determine who will make the decision on shared decision-points and what they will be. There will be teams assembled from impacted areas such as Financial Aid, Admissions & Records, etc.) to coordinate the shared decisions.

Jamey noted that the District is participating in the Guided Pathways grant. Eligibility for the grant requires sending a team to their meetings (which we have done), and a 34 page self-assessment which is due November 8th. This will result in very important information on guided pathways and will greatly inform our scheduling. Mike noted that Financial Aid is leading the way on submitting electronic documents. (Update: memo received from State Chancellor's office extending the deadline to December 13th.)

Gilbert noted that the CCCApply process is frustrating for our potential students and doesn't give students information about their progress through the system. Greg asked if the SEL product will include a student self-assessment on whether or not they are ready to learn online so they know for what type of instruction they are best suited. The need to keep submitted information safe was noted.

b. <u>Increasing Faculty Inboxes</u> – Brian noted that the use of Canvas produces large amounts of emails in faculty inboxes and requested that the size of the inboxes be increased from the current 1G. Tom noted that it may be possible to increase them to 1.5G without any additional investment, and once the District moves to Office 365, everyone will receive 50G of storage. He hopes to pilot test Office 365 through March 2018, with implementation during the Summer 2018.

It was suggested that the District provide extra space to only those who need large mailboxes (all faculty-librarians, full-time, adjunct, counselors) instead of to all employees, and also send out information on how to archive, set rules, and efficiently manage inboxes. It was noted that only information stored on the network drive is backed up for retrieval purposes if your hard drive crashes.

<u>Mobile Device Management (MDM)</u> – Tim provided some background on this item and asked that it be moved off of Ed Tech Committee's agenda and that the individual College

IT Deans and staff, ISOs, LMS coordinators, and DO IT work on a solution instead. Stephen noted that mobile device management in the Tech World refers to how devices access our infrastructure and how to control that; not the actual devices or users. The Committee agreed to uncouple the security, planning, and technical implications from the instructional implications of mobile devices.

Future Items
- Accessibility – Jamey noted that General Counsel, JP Sherry, is the chair of the Accessibility Task Force and they will be working to get Los Rios back into compliance. Mike asked whether or not there were funds available for the work of getting back into compliance and Jamey noted that there is no budget, but it impacts instruction because everything needs to be accessible. Mike noted that there are LTIs that could assist in the checking for compliance, but would need funding. Jena noted that the LTI would check AFTER materials are posted. Faculty need training ahead of time and/or each campus needs an Accessibility Officer or Universal Design Learning Coordinator. Jamey noted that the Trask Force is a good place to discuss these topics. Sheley asked whether interpreter services should be provided to online faculty in the same manner as onground faculty. Alice noted that there is a difference between access and accommodation.

Adjourned at 4:55.

Next Meeting - The next meeting is scheduled for October 26th

Learning Management Update
Education Technology Committee Meeting
September 28, 2017

1. **D2L Volume Update (as of 9/26/17)**

	Fall '16 Final	Fall'17 Current	% of prior
▪ D2L Course Offerings	4,642	**1,503**	-68%
▪ PS Graded Components	3,724	**1,184**	-68%
▪ Faculty	1,469	**515**	-65%
▪ Student Enrollments	128,300	**38,930**	-70%
▪ Unduplicated Students	57,246	**28,877**	-50%

2. **D2L Updates**
   - Fall '17 is last semester on D2L, with faculty access ending on 1/9/18.
   - Communication campaigns are in full swing urging faculty to export D2L course materials.
   - Questions about legal requirement(s) for retaining student assignments, grades, etc.

3. **Requesting External Apps and LTIs**
   - Lots of new tools and apps available with Canvas, and therefore more faculty requests.
   - Revamp of request and approval process was needed.
   - (Drafts of) Approval process and request form are being finalized.

4. **Canvas Update**
   - Instructure Support
     - Explored upgrading to 24/7, Tier 1 support, but it is cost prohibitive.
     - Daytime phone support was renewed for 7/1/17 – 6/30/18.
   - Faculty and Staff Training
     - As recommended by LMS Coordinators, on-demand training contact with Instructure will not be renewed. (Expires 12/31/17)
     - Alternatively, the Colleges each offer hands-on and online training through ITCs, DE/ LMS Coordinators, etc.
   - Faculty/Course Evaluations in Canvas
     - Currently evaluating 3 viable LTIs, with goal of pilot later this semester (Fall '18)
   - Student Orientation in Canvas
     - Currently being developed, with rollout in January '18

   Counts for Fall '17 **(as of 9/26/17)**

|	Courses	Faculty	Students
ARC	912	488	17,761
CRC	572	246	10,879
FLC	369	171	6,630
SCC	840	379	14,932
Total	**2,693****	**1,284**	**50,202***

*Total Students is the duplicated count
**Courses with multiple sections count as 1 course

   - Spring '18 Courses will be loaded into Canvas soon.
     - Waiting final decision on course names (possible change to add term, times, etc.)

- Spring '18 Enrollments will start loading 7 days before start of term(s).
- Canvas 24/7 Helpdesk Statistics for Fall '17 **(as of 9/26/17)**

Email	8
Online Submission	455
Phone Calls	1,372
Other	1
Total	1,836
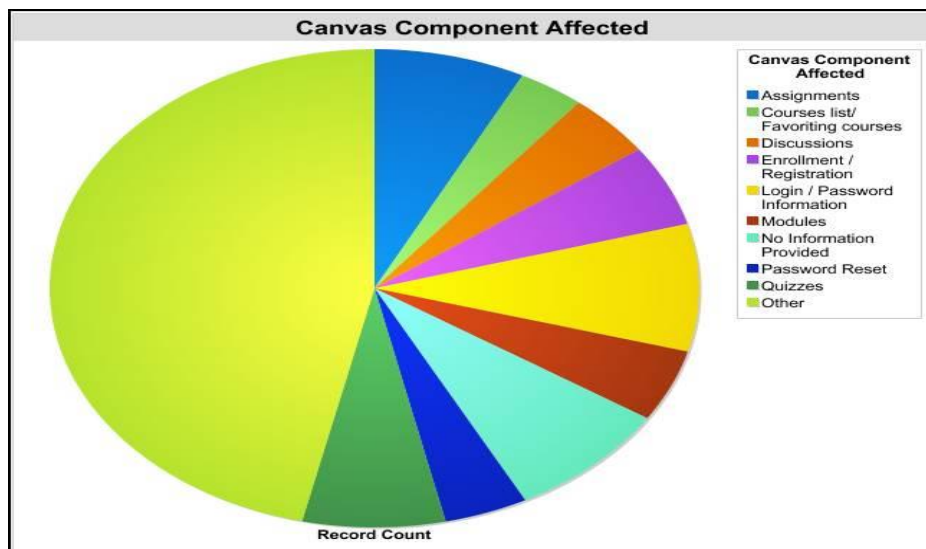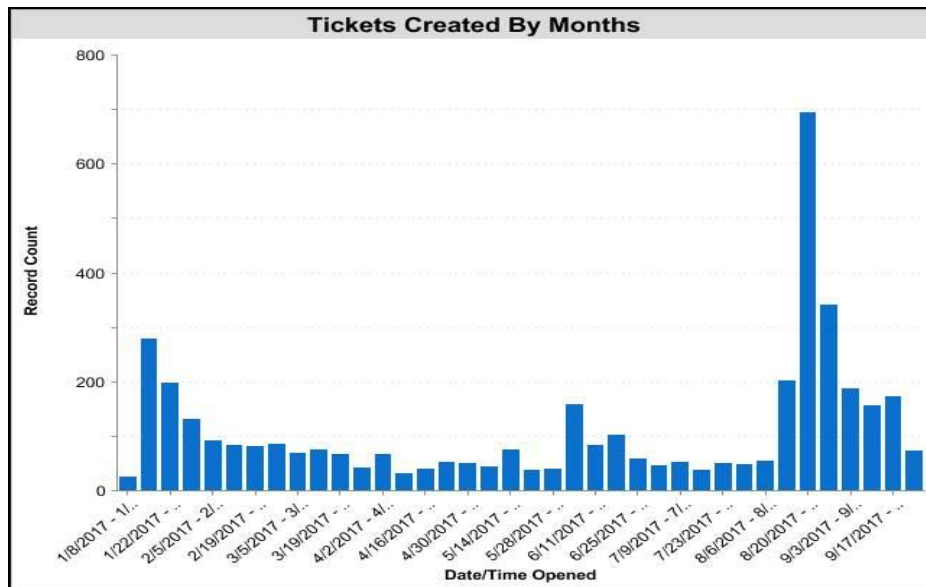
5. Google Apps Update
- No new updates.

6. Library System Update
- The Sierra System was upgraded to version 3.1 on June 24th.
- Version 3.2 is required for OS upgrade to RHEL7, so should be planned soon.
- Sierra System integration with eBook Central (ProQuest) is in progress.
- Modification to include Faculty and Staff in Library Patron Load is in progress.