Educational Technology Committee
October 22, 2020
Notes (approved 11/19/20)

Name	Location	PR/EX	Name	Location	PR/EX
Jamey Nye (Co-Chair)	DO		Jena Trench (Co-Chair)	DAS	PR
Pamela Bimbi	ARC-DE	PR	Lori Beccarelli	ARC	PR
Alice Dieli	ARC		Lori Hokerson	ARC	PR
Kale Braden	ARC-Adm	PR	TBD-CRC Faculty	CRC	
Markus Geissler	CRC	PR	TBD-CRC Faculty	CRC	
Patrick Crandley	CRC-DE	PR	Stephen McGloughlin	CRC-Adm	
Caleb Fowler	FLC	PR	Jennifer Kraemer	FLC	PR
Morgan Murphy	FLC-DE	PR	Angela Prelip	FLC	PR
Matt Wright	FLC-Adm	PR	Kirk Sosa	SCC-Adm	
Wondimagegn Shewa	SCC		Kandace Knudson (Alt.)	SCC	PR
P.J. Harris Jenkinson	SCC	PR	Brian Pogue	SCC	PR
Sheley Little	SCC	PR	Torence Powell, AVC	DO	PR
Tamara Armstrong, AVC	DO	PR	Mike Day	DOIT	PR
Tak Auyeung	LRCFT	PR	Jeff Karlsen	Librarian	PR
Marsha Reske	ARC-NV	PR	Guest: Julie Oliver	DAS-NV	PR
Guest: Nicole Woolley	OCDC-NV	PR			
Students:	Olivia Garcia-Godos Martinez and Imren Singh (PR).				

Welcome

The zoom meeting was called to order at 3:02pm by the faculty co-chair and co-chair designee, the Interim Associate Vice Chancellor of Instruction.

Approval of Notes from September and the Agenda

The notes from the September meeting and the agenda for today's meeting were approved by consensus. It was noted that there was a change in the faculty filling the librarian position, and this committee most likely is not subject to Brown Act requirements.

Discussion Items

CCCCO Legal Opinion: Live Synchronous Online Classes and Real-Time Captioning

The above-referenced opinion regarding whether real-time captioning is required in live synchronous online classes in CA community colleges was shared with the group and discussion followed. It was

noted that this is an accessibility issue and the opinion determined that real-time captioning would in most cases constitute a timely and appropriate auxiliary aid or service to ensure participation by deaf and hearing impaired students in live online synchronous classes. And that colleges must also give "primary consideration" to a student request for an alternative auxiliary aid or service that could be provided without undue burden to the college or a fundamental alteration to the course. So, there may be situations where real-time captioning would not be appropriate and another aid or service would be preferable.

It was noted that this could be in the purview of DAPIC (District Accessibility Plan Implementation Committee) to provide a recommendation. It was also noted that DSPS indicated that interpreters are the only option as Zoom captioning is not ADA accessible because specialized acronyms/vocabulary may not be accurate. In some cases faculty provide their own captions. The SCC DSPS office was contacted and they used an outside vendor to provide the live real-time captioning and used a DEFT Grant to pay for the service to accommodate deaf students. It would be good to get a district policy on this. Real time captioning is very expensive; in many cases it's more expensive than hiring interpreters which is what they use for office hours. There are a Section 504 (accommodation) versus Section 508 (compliance) coordination issues.

CCCCO Legal Opinion: Online Class Cameras-on Requirements

Addresses the issue of whether it is permission for California Community College faculty to require students to keep their cameras on during live synchronous online instruction. It was noted that opinion recommended that district should adopt policies strictly limiting or prohibiting faculty from instituting cameras on requirements in order to protect against violations of student privacy, balance academic freedom, and ensure compliance with FERPA and other laws. It further stated that colleges should adopt a cameras-optional approach that respects student concerns regarding privacy, access and equity. It was noted that opinion doesn't address how to handle exam/testing. It was felt that the use of Proctio was allowed because the instructor is the only one viewing the recording and the information is disaggregated. The use of breakout rooms was reviewed as it was believed that they are not recorded UNLESS the instructor visits the room.

It was noted that the LMS group has been discussing this, faculty from all disciplines need to be involved in the generation of any policy related to this topic, and the academic senate will not be able to act quickly on this due to 1st/2nd readings required. A taskforce formation was suggested (and members volunteered) and should include DE experts, administration, DE student advisors, and possibly a representative of those who will need to enter notes into the schedules. This group could generate recommendations to be used immediately, and future policy could be based on the recommendations because time is of the essence. Suggestions were made to (1) work with the PIOs and IT to include an emergency disclaimer on our schedules/webpages that students should contact instructors regarding the technology needed during these 100% remote operations to participate due to labs and/or equipment not available at campus: (2) make students aware that in the remote environment some aspects of their personal life/information may be exposed in the online environment due to the use of cameras.

The taskforce will draft a recommendations based upon the legal opinion and make it available in Googledocs before the next meeting on November 19th and the interim Associate Vice Chancellor of Instruction will facilitate the work of this group. It was noted that District Academic Senate meets on

December 3rd and 17th and would be willing to review and comment on any drafts, but would not be able to take any action. It was suggested that members research what other colleges and districts are doing with this opinion.

Updates:

- DOIT/LMS – (see attached) It was noted that they are continuing to work on the CVC-OEI cross enrollment.   PopeTech, an expanded accessibility checker tool, is being vetted by the LMS group and DOIT. PlayPosit which allows more interactivity to be embedded into videos and classrooms is also being vetted. Instructure/Canvas support hasn't been optimal at the current level and the district make seek a higher level of 24/7 availability of help. The preferred pronoun option for students has been rolled out and they are now working on allowing students to enter a preferred email.

  It was also noted that each college has a student tech support call in line which is now liked to the other colleges in a collaborative effort to allow calls to roll to another college when not picked up by the first college. It was requested that instructional guidance be included and that could be handled by the DE coordinators.

- Library – a report of library activities was provided.
- District Accessibility Plan Implementation Committee (DAPIC) – It was noted that EEAAP (Equally Equivalent Alternate Access Plan) are being reviewed to integrate into their recommendation. A survey will be sent out in November to gauge faculty's comfort levels related to accessibility tasks.
- Fast Track – a report of number of courses will be provided at the November meeting.
- Los Rios College Online Group – the Interim AVC of Instruction reported on the activities of this group. It was noted that several programs are close (within one or two courses) of being fully online but it's at the discretion of the colleges whether or not they do the work to get them fully online.

Colleges:

- ARC – the college reported on activities at their campus. They created a guidance for Canvas when the official instructor of record changes for a class.
- CRC – the college reported on their activities. They have produced some privacy guidelines for Zoom.
- FLC – the college reported on their activities.
- SCC – the college reported on their activities. It was noted that they hired two students to serve as DE student advisors to various groups and committees (Including recently this group).

Future Agenda Items

Meeting adjourned at 4:32.

- o **Canvas Update**
    - ▪ Canvas Counts for Fall '20 **(as of 10/21/20)**
      Duplicated (Faculty/students counted multiple times if teaching/enrolled at more than one college)

	Courses	**Faculty**	**Students**
ARC	1,733	814	22,836
CRC	956	412	14,074
FLC	634	297	8,928
SCC	1,438	652	18,921
Total	**4,761**	**2,175**	**64,759**

      Unduplicated (Faculty/students at more than one college only counted once)

	Faculty	**Students**
Total	**2,092**	**54,001**

    - ▪ CVC-OEI Update (Finish Faster Website www.cvc.edu)
      Overview/Objectives

        - o Goal: Ability to Seamlessly Login, Enroll, Pay, and Compete Class in LMS (Canvas); Allow students to easily cross-enroll in online classes, across entire CCC system; Allow students from any CCC to enroll at TEACHING college(s) through exchange, without having tm complete a separate application; Students log in with credentials (SSO) from HOME college; Student data coming CCCApply and MIS Data warehouses
        Current Status

        - o Class Schedule (Part 1) - Successfully tested and migrated the automated class extract for Finish Faster site, with (near) real-time display of LRCCD online classes and information.; Cross-Enrollment (Part 2) - System and User Acceptance Testing (UAT is on-going, with issues being identified and addressed as quickly as possible; CVC-OEI Goal is an November Go-Live
    - ▪ Status of New/Added Canvas Functionality in Effort to Support Improved Accessibility
        - o Ally - LMS Accessibility Checking Software, fully integrated with Canvas. Activated for all Fall Courses in Canvas; Looking for District Accessibility Task Force to recommend next steps in terms of rolling out and supporting additional tool functionality

        - o PopeTech Tool – CVC-OEI sponsored and funded page accessibility checkerWorking with DE/LMS Coordinators to piloting tool in test instance of Canvas

        - o PlayPosit – CCC TechConnect sponsored and funded tool allowing faculty the ability to add interactivity functions to their videos for class

assignments, lectures and more.Working with DE/LMS Coordinators to configure and pilot the tool; Faculty/User Training scheduled for 10/26, 10/29 and 11/4 (Open Lab) ; Help Desk Website to be updated with content, FAQs, recording of training

- Faculty/Course Evaluations in Canvas (EvaluationKIT)
  - Course Requests for Fall '20 **(as of 10/21/20): 432** (in **28** separate projects); Average Student Response Rate: **TBD**
  - New Request to develop and implement a Survey of Counseling Faculty - Working on design and development
- Canvas Course Activity Analytics - As a quick introduction, in Fall 2020 we have seen nearly a triple amount of activity over what we saw last Fall; Totals for Fall 2020 and Fall 2019 terms for a comparable timeframe (through10/21/20)

  2020 Total Course Activity –   433,864,917
  2019 Total Course Activity –   172,709,828
  An increase in total course activity by **251.21%** compared to Fall 2019
  - Through 10/21/20 in the Fall 2020 semester, as compared to Fall 2019, the monthly numbers show:August 2020 showed 102,959,293 active clicks, which is an increase of **324.16%** when compared to August 2019. September 2020 showed 231,190,135 active clicks, which is an increase of **242.66%** when compared to September 2019. October 2020 showed 103,792,308 active clicks, which is an increase of **212.00%** when compared to October 2019.
- Canvas Helpdesk Statistics for Fall '20 **(as of 10/21/20)**

Email	28
Online Submission	138
Chat	632
Phone Calls	2,140
Total	**2,928**

- Future of Instructure (Canvas) Support
  - Instructure and the CVC-OEI will be moving to a new support model, effective 1/1/21; Transitioning from phone to online self-support tools and tools -- Chat and Email; Need to review and convert existing Knowledge Base (KBs) for our colleges, and submit as either 1 (collective) for LRCCD or 4 independent, one for each college - TBD ; Option to resume 24/7 phone support for all faculty and students, but it will be an added expense (approximately $40,000) – Highly recommended by LMS Coordinators