Educational Technology Committee
March 25, 2021
Notes (approved 4/22/21)

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	PR	Lori Hokerson	ARC	
Kale Braden	ARC-Adm	PR	David Weinshilboum	CRC	
Markus Geissler	CRC	PR	Lance Parks	CRC	
Patrick Crandley	CRC-DE	PR	Stephen McGloughlin	CRC-Adm	
TBA – Megan Ozeran	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	Jeff Karlsen	Librarian	PR
Tak Auyeung	LRCFT	PR	Brian Noel (Guest)	CRC-DCCC	PR
Julie Oliver (Guest)	DAS	PR	Dennis Holden (Guest)	SAG	PR
Nicole Woolley (Guest)		PR	Lee Krichmar (Guest)	DO-IT	PR

Welcome

The zoom meeting was called to order at 3:02pm by the faculty co-chair. It was noted that the AVC-IT would serve as the Deputy Chancellor's designee today.

Approval of Notes from February and the Agenda

The agenda for the meeting was approved with the addition of an item under "Discussion Items." The revised notes from February were approved.

Discussion Items

Planning Efforts for Storage of Video Recordings/Zoom – The AVC-IT noted that the district is planning to move to Zoom sub account to avoid all the recordings being deleted after a certain time. A recording retention policy will be developed.

DCCC Distance Ed Updates in SOCRATES – District Curriculum Coordinating Committee (DCCC) reviewed a proposal to edit DE language in SOCRATES boilerplate that needs to occur based on 2018 changes made to Title 5. The statement currently used regarding regular and effective contact no longer meets the requirements of Title 5. He noted that there have been changes made to Title 5 regarding effective contact not only faculty to student but student to student and also to clarify the fact that courses that are delivered via distance education have to meet the same standards as in person courses. There's also been clarification about the need to meet accessibility standards. Members of DCCC have been working on getting consensus regarding the proposed language since 2019 and are looking for guidance to address the issues and meet the standard. It was noted that Title 5 requires that our course materials meet accessibility standards and requires that the course outline help to provide evidence of how that occurs. DCCC and SAG (Socrates Advisory Group) would like to move quickly to get something in place moving towards compliance with Title 5 because right now we are out of compliance. It was suggested that the DE coordinators be involved in the discussion of the wording and also to serve as a resource in explaining why these changes need to happen. They hope to get the wording approved before the end of the semester. A link to the document:
https://docs.google.com/document/d/1EPVeT8VQWU7ca4D00stxC9NRc1MD7eFNM38fbAU34cY/edit#heading=h.1fhaaqnx0smx

Accessibility Support – One Time Funds – discussion on how the district could use these funds to assist with compliance included: It was noted SCC has a pilot project to look at potential vendors to provide faculty support with captioning their videos. They are looking to start a sustainable process that can be used throughout the district and the funding for staffing and vendor contracts for the pilot has been secured The vendor selected will be able to take both instructor owned video and public hosted YouTube-type videos and return a product that is captioned to meet accessibility requirements. Whether or not these captioned videos would be available to particular classes or to the entire college was questioned. It was noted that additional Library staffing may been required if the Library is called upon to catalogue, store and make these videos available. Professional development for faculty in uploading their files in the correct format and a process for prioritizing requests will need to happen. It was suggested that courses already in the Fastrack process and those related to 508 accommodations be prioritized

It was noted that the district approved using the one-time funds through the end of the year to make a stipend available to all faculty taking the foundations course. It is hoped that this results in an increase in enrollment and completion of the Foundations of Canvas course. It was noted that faculty may still elect to get salary advancement instead of a stipend.

Additional ideas are money towards remediating documents and anything to help faculty with getting their courses through fast track. Also having a universal design coordinator on each campus would be very helpful. Expending funds to supply textbooks to students would also be helpful.

Informational updates

DOIT. They are continuing to work on the service catalog to help staff become aware of the various applications that are currently available in our system including tools to help with captioning

Test proctoring task force update. DOIT has identified a number of tools for test proctoring, and the task force will be reviewing those and trying to narrow the list down based upon the features that we'd like in a tool. It was noted that June 30 is when the current contract with Proctorio ends. It is hope that we could have a replacement tool in place by then. They will evaluate the test proctoring solutions that meet the needs from an instructional standpoint to see which ones we would prioritize and warrant for the review. And then accessibility, privacy, price, and integration with Canvas will also be reviewed. Due to a very short time frame, the group will not be able to develop best practices. However if there is interest once the group identifies what tool will be used next fall, they could reconvene to set guidelines in advance of the rollout of the new tool. It would be good if the district had consistent messaging across each campuses website so including the Distance Ed and instructional development coordinators is key.

Los Rios colleges online. They are moving through the program mapping process and continuing to work with the department faculty and the counselors to map out the sequence of courses so they can be scheduled. The student support and program learner support group has started meeting and reviewing existing student support services to make sure they are accessible online just as they are on ground.

DAPIC. The workload impact group is getting information through department chairs and a survey was sent out and the information will be presented on April 13.   The larger group will convene in the fall to vet and approve the final report that will be submitted to the Academic Senate meeting in the fall.

Fast Track Update. So far, FastTrack has aligned a total of 111 courses at all four colleges. For SP21, approximately 3341 students enrolled in 97 CVC-OEI Rubric aligned sections at FLC and SCC. For FA20, 58 aligned sections with approximately 2100 students.

Library Update. Information on the self-service checkout lockers and statistics of districtwide library usage were presented.

College Updates. All campuses noted a decrease in enrollment in their professional development offerings

Future agenda items
- Update on video storage option
- Update on what tools the CVC will fund

Next meeting is April 22

Meeting adjourned at 4:18p.