RÍO HONDO COLLEGE

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25 Years of Distance Education at RHC

Distance Education Committee (DEC) - Minutes
Special Meeting: **November 27, 2023 – 1:30-2:30 p.m. -** *Zoom*

Members Present:

✓	Caroline Durdella	✓	Carol Sigala	✓	Irene Truong
✓	Airek Mathews	✓	Eugene Blackmun	✓	Melanie Fierro
✓	Zulma Calderon	✓	Jose Millan	✓	Shirley Isaac
✓	Gabriela Olmos		Angela Medina Rhodes	✓	Hank Fung
✓	Ann Tran	✓	Angel Ho	✓	Scott Jaeggi
✓	Cynthia Lewis	✓	Lydia Llerena	✓	Kenn PiersonGeiger
✓	Abbie Perry	✓	Bianca Urquidi		Tim Scholefield
	Michelle Pilati		Jennifer Tanaka-Hoshijo		Don Miller (Guest)

I.	Approval of Distance Education Committee Meeting Minutes – November 13, 2023	**Action**: Motion by Dr. Airek Mathews to approve the minutes of November 13, 2023. Seconded by Melanie Fierro. **Votes**: AYE: 18; NAY: 0; ABSTAIN: 0 Minutes for Regular Meeting of November 13, 2023, were approved without discussion.

II.	Final Recommendation - Course Merging	Dr. PiersonGeiger opened a discussion on the language in section D1. Training Requirement of the "DE Course Merge Process" (vers. 4.0) document.
		• Ms. Llerena requested clarification on the language related to the exception noted in section B.
		• Dr. Mathews provided an example of a circumstance where this exception would apply, such as an instance where a professor wants to merge the in-person lab portion of their course.
		• Mr. Blackmun suggested changes to section D1 to make the options available to faculty clear.
		Action: Motion by Eugene Blackmun to approve the updated language in version 4 of the "DE Course Merge Process" document. Seconded by Lydia Llerena.
		• Mr. Blackmun gave more suggestions on restructuring section D1 to make the options available to faculty clear.
		• Mr. Jaeggi provided more input to the structure of this section.
		• Dr. Sigala asked for more information related to the Family Educational Rights and Privacy Act (FERPA) training.
		• Dr. PiersonGeiger and Dr. Mathews stated that those details are still in development.
		• Ms. Perry requested clarification on whether the training will be a recommendation or a requirement.
		• Dr. Mathews suggested that the language should make it clear that the FERPA training is required.
		• Dr. PiersonGeiger brought up that the DEC is a recommending committee.
		• Ms. Llerena and Dr. Sigala suggested removing the word "Requirement" from the title of section D1. The new title was changed to "Training."
		• Dr. Mathews and Dr. Durdella suggested removing the phrase, "As recommended by the DEC," from the language in section D1. The final edited version of section D1 reads:

| | "D1. Training

Faculty who wish to merge multiple sections of the same course in *Canvas*:

1. Must submit documentation of completed Family Educational Rights and Privacy Act (FERPA) training with their request to merge courses

OR

2. Must submit documentation of DEC recommended FERPA training outlined on the Online Teaching Certificate website."

- Mr. Jaeggi suggested also removing the phrase, "As recommended by the DEC," from section D2.

- Dr. PiersonGeiger requested a correction to item 4 under section C. The word "a" was removed from the phrase, "by submitting a screenshots."

- Suggested edits were accepted as "friendly amendments" to the motion.

Votes: AYE: 17; NAY: 0; ABSTAIN: 2

The approved version of the "DE Course Merge Process" (Approved Version 5.0) and accompanying "FERPA Canvas Course Merge Checklist" (Approved Version 5.0) are attached to these minutes. |

III. *Canvas Impact*	Dr. PiersonGeiger opened the floor for discussion on the *Canvas Impact* communication tool.
	• Dr. Durdella asked if *Canvas Impact* is like other recently implemented tools, such as *GoReact*.
	• Dr. Mathews said that *Canvas Impact* is a different type of tool that could assist with tasks such as onboarding students and faculty into *Canvas* and ensuring that students are receiving important course information.
	• Dr. Lewis requested further explanation on how the reporting functions work in *Canvas Impact*.
	• Dr. Mathews explained that, while there are features in *Canvas* that allow for report generation, *Canvas Impact* is more about assisting faculty with handling messages for students.
	• Dr. PiersonGeiger shared situations in which he believed *Canvas Impact* would be useful.
	• Dr. Mathews proposed the idea of having a demonstration for DEC members to help them get a better understanding of *Canvas Impact*.
	• Dr. Sigala mentioned she would appreciate a demonstration.
	• Dr. Mathews said he would reach out to Instructure about scheduling a date for a demonstration of *Canvas Impact*.
	Dr. PiersonGeiger took this opportunity to remind the committee to complete the professional development surveys included in the most recent *DE Newsletter*. He also announced a forthcoming all-faculty email that provided survey links (emailed Nov. 21, 2023).

| IV. | Proposed process regarding LTI (Learning Tools Interoperability) | Dr. Mathews shared that he is drafting a process for reviewing and integrating LTI tools into *Canvas*. He will be sharing this document with Dr. PiersonGeiger, Tim Scholefield, Director of Information Technology, and the College's business department for further review prior to presenting it to the Committee. Additionally, requests for LTI integrations will be on hold until a vetting process is established to verify the accessibility and data exchange and security policies for all LTI tools.

• Dr. Durdella asked if this topic will be presented at the next meeting in February.
• Dr. Mathews clarified that he does plan to have a draft ready for the next meeting.
• Dr. Durdella asked committee members to let their colleagues know that requests for new LTI installations are on hold until further notice.
• Dr. Mathews said these steps are being taken because approximately seventy-five LTI tools are currently installed, and none of these have been vetted for accessibility, user experience, or data privacy policies.
• Dr. Durdella provided support for this process, as sharing student data may result in a FERPA violation.
• Dr. PiersonGeiger, Dr. Durdella, and Dr. Mathews mentioned the importance of understanding what data loss prevention policies and processes third-party LTI providers have in place.
• Dr. Durdella requested that consideration be made for any LTI tools that are currently being used by courses so that courses will not be disrupted when those tools are pulled for review. |

V.	Pre-term/Post-term access to *Canvas* for students	Dr. PiersonGeiger gave a brief overview of the "Pre- and Post- Term Student Course Access" document and opened the floor for discussion regarding the number of days for pre-term and post-term course access. • Mr. Blackmun requested clarification on how this process was handled in the past and shared some of his experiences related to students having early access to course materials. • Dr. Sigala shared that she had instances of students contacting her for information on a course before the official start date. • Dr. PiersonGeiger mentioned that the language in the proposed document states that any additional days of access are not for instructional purposes and that assignment submissions cannot be accepted early or late, outside of extenuating circumstances. • Dr. Sigala clarified her concern is related to responding to student inquiries in a timely manner before the term begins. • Dr. Mathews stated that he adjusted settings in *Canvas* so that students can have early read-only access to courses. Faculty needs only to publish their course. This document's purpose is to receive a recommendation on the number of days students will have access to course materials before and after the course starts and ends. • Dr. Durdella requested clarification on her understanding of the proposed policy as it relates to faculty who receive messages from students about course materials prior to the official start of the course. • Dr. Mathews specified that faculty have the choice to "publish" their course early or on the official start date of the course. Early access to course materials is read-only. If faculty publish their courses early, students will be able to see course materials and may contact faculty for information. • Various committee members supported this policy, providing students cannot submit assignments before the course's official start date. • Mr. Jaeggi requested clarification on early assignment submissions because courses in *Banner* generally start on the Saturday before the first official day of class. • Dr. Mathews said students can submit work on the day the course is open in *Banner*, but access to course materials prior to this date will be read-only.

	Dr. PiersonGeiger suggested that an additional 5 days after the end of the term be provided for late submissions, as this aligns with when faculty has to submit final grades. • Ms. Llerena agreed with 5 days for pre- and post-term access. • Dr. Durdella expressed concern about providing 5 days of post-term access for late submissions due to the chance that students may submit an assignment on the same day that grades are due. • Dr. Mathews shared that having the language specify "5 days" as opposed to "5 business days" may allow for late submissions while still giving faculty enough time to grade the assignments. • Dr. Durdella reiterated that the number of days should align with the collective bargaining agreement. • Various committee members shared their opinions on whether post-term access to course materials should be read-only or allow late submissions. Dr. PiersonGeiger tabled further discussion on this topic for the meeting in February and asked for clarification on how this will affect student access at the end of the current Fall term. Dr. Mathews specified that courses end on December 9, 2023, and students will have read-only access after this date. Due to time constraints, Dr. PiersonGeiger tabled the rest of the items on the agenda for discussion in February and asked members to have their questions and concerns ready for that meeting.
VI. Meeting Adjournment	The meeting adjourned at 2:30 PM. The next Regular Meeting is scheduled for February 12, 2024.