

Campus DE Committee Meeting
Thursday, April 25, 2019
Library Terrace Room

Minutes

In Attendance: Thea Alvarado, Maureen Davidson, Martha House, Albert Shin, Leslie Tirapelle

I. Call to Order - 9:41 am

II. Public Comment – none

III. Welcome Guests & New Members

- Welcome Thea Alvarado, new member

IV. Approval of Minutes

- Leslie emailed out message with informal minutes from last meeting; will be posted on website
- No minutes to approve

V. Report from Faculty Distance Education Committee

- Recommended Faculty DE Committee support resolution adopting the OER course design rubric and the online equity rubric

VI. Report about Distance Education Department

- Tentative plan is for DE department to move into C-150 in Fall 2019. C-150 needs to be renovated; move-in date will depend on when renovations will be completed.
- New full time Distance Education Technologist/Developer – May/June 2019
 - Selected new DE Technologist/Developer. Currently conducting reference checks; job will be offered to candidate once reference checks are completed.
- Online CTE Pathways Grant: PCCOnline Career In A Year
 - Will be submitted on May 1, 2019
 - Development of fully online certificate programs that will lead to jobs that are in high demand based on regional labor market.
 - All fully online courses, but can offer hybrid if it is a subject that cannot be taught online.
 - Chosen programs will be can be completed in one year.
 - Courses will be developed using OER. Some programs may require use of industry content, which may have associated costs – but only if absolutely necessary.
 - Courses will be CC licensed when possible, so they are open and can be used by anyone.
 - Will hire instructional designers or company to help design approximately 40-60 courses with faculty as SMEs. Will most likely need an RFP (request for proposal) due

to cost for development.

VII. Discussion of new Canvas Integrations

- Ally (canvas integration)
 - Checks for 508 compliance and gives instructor gauge of compliance of uploaded course materials in Canvas.
 - Ally will either automatically create a more compliant version of the course materials (if possible) or will provide instructions to faculty on how to make it more compliant.
 - Ally does not guarantee that content is 100% compliant, but moves the needles in the right direction.
 - i.e. Content that is non-native to Canvas (such as publisher content) will not be scanned for compliance.
 - On student side, students will be given options on how to access content– they can choose how to view content based on their needs.
 - Electronic Braille, audio, pdf, etc.
 - After contract is approved in May, will go through implementation process then hopefully pilot in summer with a small cohort.
 - Will survey instructors and students on ease of use for feedback. Survey will help create better training program.
 - Aiming for full implementation in Fall 2019.
 - Developing plan to train faculty on how to use Ally. Ally will provide PD/training. Most likely will offer some kind of training during Fall flex day as well as online.
- Concourse (eSyllabus)
 - Conducted training session before spring break. Recording of training session will be made available soon.
 - Received many requests for a webinar format, will consider this as an option in the future.

VIII. Updates on revising the Distance Education AP

- Need new strategy for the editing process. Propose sub-committee develop initial draft to present to the full committee.
- Leslie, Maureen, Martha and Thea will work on DE AP. Draft will be brought to Campus DE & Faculty DE committees for review, feedback and edits before it is taken to other constituents.

IX. Miscellaneous

- OESP course will not be offered this summer due to @ONE revising the course. Faculty can still take the 4 courses but two are already waitlisted. @ONE is anticipating the OESP course will be offered again in the Fall.
- Considering possibility of creating our own (in-house) online course until @ONE OESP course offered again. Will look into current @ONE course materials as well as course materials from Cerritos College. Might be able to pare down to a 6-8 week course.

X. Topics for Next Meeting

- None suggested at this time.

XI. Next Meeting: Thursday May 9, 2019 Library Terrace Room

XII. Adjourn – 11:00 am