

RCC Distance Education Committee

November 17, 2017

Minutes: (attending: Charlie Richard, Music; Stacy Shipway, Nursing; Rolando Regino, RCCD DE; Kristine Di Memo, CTE; Estrella Romero, COM; Cynthia Gobatie, Phil; Kathy Kelly, WL; Jim Knieriem, CTE; excused absent Amber Casolari, Steve Brewster)

- I. Agenda
- II. Minutes from 9.22.17
- III. Review of DE Courses for accreditation compliance in: REC (Regular Effective Contact) and Accessibility (Regino and DiMemmo)
 - a. DiMemmo brought copies of *ACCJC Guide to Evaluating and Improving Institutions* for each of the committee. She asked that Accreditation be on the agenda for each meeting going forward. The ACCJC document specifically references Distance Education with items highlighted in grey. Di Memmo asked that the committee begin to review these portions as a mechanism to drive future Distance Education conversations.
 - b. Rolando shared that:
 - i. 2 local Institutions that recently had ACCJC visits had issues noted for Accessibility and Regular and Effective Contact. One school had 30 courses reviewed, the other had 80.
 - ii. The DRC position is vacant and sounds like it will remain that way. There was discussion about the college and district needing to quickly decide who will be responsible for accessibility for our online courses.
 - iii. Kurt Kurt Faulknerloser left DE to go to Information Services and Regino hopes to be able to replace him soon.
 - iv. There are currently about 30 faculty trained and teaching Canvas district wide. They have reservations for about 80 to be trained next month.
- IV. Canvas – SmarterMeasure assessment and Quest for Success Modules and Faculty Utilization – see: <https://ccconlined.instructure.com/courses/527> (Regino)
 - a. Regino shared that this is about student preparation, with interactive teaching modules

- b. There was discussion about how to roll out the training for RCC students. Perhaps during registration, at RCCD Open Campus login, as a part of each course, etc. Richard asked they consider adding it at the Open Campus login and not at the registration process. We may need an advisory for each online class in the schedule, stating the need to complete the 2-hour long training
 - c. There was then discussion about how well students are doing in the new RCC Canvas classes (without training), and how intuitive Canvas is for students.
 - d. Regino asked the committee to start thinking about the RCCD DE Conference in the spring
- V. Richard asked how they should collect ideas and issues with Canvas. Rolando thought about hearing them at the meeting was a good. A few issues so far:
- a. Students can book mark a page and go to it (after login) instead of the predetermined page the instructor selects in Canvas
 - b. Too much media per page can cause the page to crash(it all tries to load at once). With the modules feature, it is easy to break up content into more pages.
 - c. There is a need to see a running tab of student attendance (a participation report), perhaps weekly?
 - d. 3C Media may soon lose funding for transcription services
 - e. Transferring to Canvas from Blackboard can be a mess, it is much better to start over, writing the class from scratch
- VI. The next meeting will be on December 8, 10am
- a. For the meeting on the 8th: Can we vote on DE definitions to send forward?