

Districtwide Distance Education Steering Committee (DDESC)

Meeting Notes

Monday, February 13, 2023

12:00-1:30

Via Zoom

Members: Aileen Gum, Anne Gloag, Angela Romero, Brian Weston, Brian Palimiter, Chris Rodgers, Claudia Tornsaufer, Dave Giberson, Denise Maduli-Williams, Ingrid Greenberg, Iris Lowe, Jeff Mills, Katie Palacios, Mary Kingsley, Maureen Curry, Michelle Gray, Peter Haro, Peter Tea, Poppy Fitch, Rechelle Mojica, Robbi Ewell, Russ English, Sandra Pesce, Sarah Dunn, Susan Topham, Trenton Tidwell, and Tucker Grimshaw

**Meeting Notes**

The group reviewed and approved December 5 meeting notes. Chris motioned to approve and Rechelle seconded.

**Online Learning Pathways Support**

Brian announced upcoming professional development opportunities with @ONE and ASCCC. He shared that @ONE may have organizational changes coming this summer that he will be monitoring. @ONE is funded by California Community College Chancellor’s Office and provides training and professional development to support online teaching and learning for free or low cost.

Brian announced that after years of offering district faculty weekly SDOLP Canvas workshops, Dave Giberson will no longer be available. Dave spoke to the group about his retirement. He offered his continued assistance and provided his contact at dgiber30060@yahoo.com. Dave was thanked and applauded for his many years of impactful contributions to the District and SDOLP. Many offered their appreciation for his work, generosity, and personal professional support.

Brian reported that SDOLP has submitted a request for approval for a new contract position of *Instructional Design Supervisor*. The new position is on the agenda for approval at the March 2, 2023, Board of Trustees meeting.

**Student Email**

The district-provided Student Email is up and running. All students now have access to the Microsoft Office suite. Currently, students do not have to use the email, but that will be changing. The district will be sending an announcement that we will be requiring and using the one point of contact sdccd.edu email. Canvas will be using the sdccd.edu student email address. Brian noted students will be able to forward to their preferred addresses from their student Outlook account. This will take place during spring break March 27-April 1, 2023.

Chris reported a problem with sbcglobal email addresses which have been blocked by Canvas. Ingrid spoke about Canvas announcements that are delivered to student emails on file with the district. During spring break the announcements will start going to the student Outlook email.

Peter provided the following links that provide a guide on how to make the updates:

<https://community.canvaslms.com/t5/Student-Guide/How-do-I-add-an-additional-email-address-as-a-contact-method-in/ta-p/412>

<https://support.microsoft.com/en-us/office/turn-on-automatic-forwarding-in-outlook-7f2670a1-7fff-4475-8a3c-5822d63b0c8e>

Ingrid provided a link to ’Find your new student email job aid DRAFT’ <https://docs.google.com/presentation/d/1PBvnFM93WMa0DfIyVS-21m5IFXU324xxlQdiPFyrxt0/edit?usp=sharing>;

and ‘How to sign in to new student email DRAFT job aid’ <https://docs.google.com/presentation/d/18reURNrl45wbmVm8Lmm8eF0lOejWQKY8XqRywWdQWu0/edit?usp=sharing>

Ingrid described the ADDIE model that is frequently used in the training industry. She mentioned they are targeting DSPS and ESL students. She shared that the classified staff would like to be able to provide students with a handout. Ingrid welcomed design volunteers who could assist in creating the student guides.

Brian shared the Student Services resource site at [https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/1913749505/How+to+setup+your+student+email](https://mysdccd.atlassian.net/wiki/spaces/MYS/pages/1913749505/How%2Bto%2Bsetup%2Byour%2Bstudent%2Bemail); and <https://www.sdccd.edu/students/student-email.aspx>

Peter shared Guides on how to set up multiple emails in Canvas and how to set up email forwarding in Outlook used when student email is designated as the primary contact method:<https://community.canvaslms.com/t5/Student-Guide/How-do-I-add-an-additional-email-address-as-a-contact-method-in/ta-p/412>; and <https://support.microsoft.com/en-us/office/turn-on-automatic-forwarding-in-outlook-7f2670a1-7fff-4475-8a3c-5822d63b0c8e>

Peter offered to send an email explaining the steps to get a fob for students that need MFA substitute. A MFA token/fob is a small hardware device that a user possesses to authorize access to a service. It generates a unique six-digit number (also called a passcode) that validates the user and allows them to access their student accounts. Ingrid is working with DO IT for a plan to use ‘tokens.’ Each time you get a prompt for an MFA code, you need a new code. Rechelle reported that she can no longer get MFA on her watch device. Peter replied that beginning in March, Microsoft will be insisting on a manual entry input of the MFA codes.

Brian and Peter will work to create a job aid for the best path to use the single sign on feature. There have been problems reported using Zoom in Canvas if the instructor does not authenticate the account. Also, some students are denied access to Office Suite because they did not MFA. Currently, you can go Office Suite into Canvas, not Canvas into Office Suite. IT will be working on this issue.

**Adapt (H5P)**

Brian announced that a grant has funded H5P a software that helps generate interactive assignments. Libre Studio is a free an open platform for creating interactive learning objects using the H5P technology. ASCCC has a link to free account <https://studio.libretexts.org/>. LibreTexts was awarded $5M Federal OER Grant. The LibreText Project is a $5 million Open Textbooks Pilot Program awarded from the Department of Education.

**Accreditation RSI**

Brian shared the District’s RSI webpage that has been published at <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/rsi.aspx>. He added that SDOLP is open to questions and comments.

Brian would like to see an *accessibility statement* in all course syllabus. Rechelle shared the following statement “I have made every effort to ensure that this course is accessible to all students, including students with disabilities. If you encounter a problem accessing any portion of this course or links that are no longer active, please contact me immediately. Thanks!” Brian reported that although we are doing everything possible to foresee accessibility issues, we allow an open door for comments. Peter shared the *accessibility statement* link at <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/accessibility/dsps_accessibility_statement.aspx>.

**Instructional AI (ChatGPT)**

The group had a robust discussion regarding ChatGPT. Miramar hosted an informative workshop presentation overviewing the use of ChatGPT, and how it may be beneficial for some courses to adapt and to use the technology. There will also be additional OER workshops coming up that we will be helping to promote. Some have referred to ChatGPT as ‘disruptive tech’ and are not in favor of its use. We would like to find out we can use it for our students to enhance their education. Many are concerned with authentic assessment and trying to make sure students are having academic honesty. Chris talked about the rate of technology advancements and how we can and should keep up with AI. He discussed the new Microsoft Edge browser that has an updated version of the GPT model and what Bing is capable of

once it is released. He shared that Microsoft invested over $10B into Open AI research and we will be able to see that across all Microsoft products. Rechelle sees this as an opportunity to rethink some of the assignments that we are creating and ways that we can incorporate it and use it as a tool.

Peter discussed the ways we use a lot of machine-learning within the district now, it's protecting us from ransomware and phishing. He added that it is really about how to create a robust teaching and learning environment, making sure that we are leading our students into a higher level of success. Anne discussed the possible equity gap increase where students who are really comfortable with technology and are able to use these tools would fare better.

Ingrid discussed looking at our strategic plans for technology and distance education; she added that distance education and educational technology are a bigger part of driving the future of higher education. She shared that the Online Faculty Mentors are being blended in to the educational technology needs of oncampus courses. Peter asked Ingrid if she would like to participate in the District Technology 5-year Strategic Plan meetings. He is hoping to have more faculty participate.

**Announcements**

Brian shared that the request for funding of Pronto, Canvas Phone Support, and Turnitin have all been approved. All four colleges have a 3-year commitment to funding.

**Next Meeting:**  *March 6, 2023*

*Respectfully submitted by: Mary Kingsley, SDOLP*