

Districtwide Distance Education Steering Committee (DDESC)

Meeting Notes

Monday, September 11, 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 the meeting Notes May 1, 2023

**Introductions**

Districtwide Distance Education Steering Committee (DDESC) Purpose: To inform and making recommendations regarding policies and practices in distance education and educational technology. The Committee is charged with decisions on the Learning Management System, faculty support, and training.

Brian Weston, Dean Online & Distributed Learning – District Office;

Mary Kingsley, Admin Assistant, Online Learning Pathways – District Office;

Desiree Payne, Business System Analyst – District Office;

Sandra Pesce, Electronic Resource Library – City College;

Rechelle Mojica, Access Tech Specialist – Miramar;

Angela Romero, Instructor Political Science and DE Committee Chair- Miramar College;

Maureen Curry, Instructor Art History- Mesa College;

Stephanie Johnson Shipman, Instructor English and Online Faculty Mentor - Miramar;

Chris Rodgers, Instructional Design Coordinator, Online Learning Pathways – District;

Katie Palacios, Instructional Design Coordinator – Mesa College;

Aileen Gum, Instructor English, Online Faculty Mentor, ELAC Chair of DE Committee – City College;

Trenton Tidwell, Instructional Design Coordinator, Online Learning Pathways – District Office; Kimberly Lacher, Instructor English, Online Faculty Mentor – Mesa College;

Victor Devore, Dean of Student Services – District Office (Canvas and Class Schedule);

Claudia Tornsaufer, Chair Emeritus and Online Faculty Mentor - CCE;

Michelle Fischthal, Vice Chancellor, Institutional Innovation and Effectiveness, Executive Innovation Officer – District Office

**Staffing**

Online Learning Pathways has expanded the team by one and now consists of Dean, Administrative Assistant, one Instructional Design Supervisor, and two Instructional Design Coordinators. We will be welcoming contract employee Instructional Design Consultant Supervisor, Liesl Boswell. Liesl will get started helping with OFCP, CVC and faculty training.

**Canvas & Studio**

The district will have Canvas and Canvas Studio for four more years. This is great news to give us stability in our Learning Management System.

**Helpdesk**

OLP plans to update our Helpdesk system and will be transitioning to JIRA for our LTI request instead of Google forms. The change will be synced up with Student Services helpdesk.

**2023-2024 Online Faculty Mentors:**

Aileen Gum – City College; Kim Lacher and Kelly Spoon will team to cover Mesa College; Stephanie Johnson Shipman – Miramar College; Ingrid Greenberg - CCE

**2023-2024 Online Accessibility Mentors:**

Tucker Grimshaw – City College; Kristen Sector - Mesa College; Andrew Huang – Mesa College; Johanna Gleason - CCE

**Preferred Email**

Canvas implemented an upgrade over summer for enhanced grade filtering. In addition, to prepare for single sign on and one communication channel, student’s default email in Canvas is set to go to their SDCCD provided email. Students will still login using their 10-digit ID. The goal is to have a Single Sign On (SSO) throughout all of our systems using one login. We look forward to making the login switch to *SSO in Canvas* by early 2024.Currently, all of the college’s communications are being sent to student’s SDCCD email. Students do have the option to forward their SDCCD email to a personal account.

Aileen brought questions from DLC. ‘If students drop during drop/add do students still have email for two semesters?’ Victor answered saying, they could enroll and have SDCCD email for three semesters.

Aileen asked ‘Is it possible for faculty to receive the *‘getting started* ‘email that students receive?’ Victor replied that he can send the ‘Welcome’ email out to faculty. He shared that he does send out a guide, and added that we can tailor that for instructors, along with a generic letter of what the students receive.

Aileen asked, ‘Is it possible to give faculty access to the non-sdccd email before semester start?’ The purposed would be so faculty could send out welcome letters to prepare students for the semester. Victor shared that he will work with Susan Topham on this for consideration. He added that they are looking at adding a column on the roster within Campus Solutions that has the personal email. This change will take time as it involves programming changes. Faculty would like to see two columns, *preferred address* and *personal address.* A robust conversation about sending out syllabus two weeks prior, ESL with tech barriers, establish contact to avoid drops for non-attendance, higher number of support tickets received constantly impacting students, faculty and also OLP support.

Victor reported that we are in transition and we can now query students who have not setup SDCCD email addresses. We no longer have to notify all students and can target students with information. Currently, we have 900 CCE students and 2,000 students that have not set up their SDCCD MFA. We are considering a text-campaign, because some do not check personal email. We have tried this and texting was a big success on asking to set up their Email. We can also reach out in person and will have drop-in sessions for students to get help with login and getting email addresses updated

We also found out how students are setting up MFA, half were using email and half were using text. Also, we found that 98% have access to a phone, other were landline or USB key card.

Brian appreciates all the work *Student Services Team* has accomplished on how to target the students that need the help.

**DECT Grant**

The DECT grant is no longer being run through College of Canyons, it has now moved to TechConnect at Palomar College. As needed, faculty can send their media for captioning via the DECT grant. Also, instructors can request Adobe Cloud licenece or full Microsoft through their Dean.

**AP 4105**

AP 4105 used to be known as AP 5105, has went through the full process and is at its second reading. This goes along with our RSI. More information can be found at:

https://go.boarddocs.com/ca/sdccd/Board.nsf/goto?open&id=CV8UTN7DA190

https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/rsi.aspx

**CVC**

The CVC 2023-2024 now has 107 participating home colleges.

Colleges will confirm POCR leads at each of the colleges. Brian will have a POCR conversation with the leads on how can SDOLP can assist and prepare faculty to be sent to colleges to be certified. CCE has led the way and has already started some reviews. The district may follow their lead and as we move forward. We have funded POCR reviewers and the colleges have also looked at funds to support. Funding still needs to be figured out.

**AI CONVERSATION**

A sub-group is being formed to focus on language for faculty to use in Syllabi, academic honesty, and tools. We would like faculty participation from each college. All are welcome.

Michelle reported out that their area is looking at AI adoption at both the instructional and operational side. They have created a website <https://www.sdccd.edu/about/departments-and-offices/institutional-innovation-effectiveness/> She found some good syllabi statements and other resources. She will continue to update the website and hopes to create a Speaker Series this fall and for sure this spring. She is looking for funding; last semester she held an innovation workgroup to find out where folks are and what is happening in across the District. We have held some very informative workshops. This Friday a presentation “How to use AI to work FOR US is being offered. She welcomed anybody to join the conversation as we move forward.

**Announcement**

Rechelle reported that the @ONE training classes are free this summer (usually $85.) She shared that these are facilitated courses and a wonderful resource.

**Next Meeting:**  *October 2, 2023*

*Respectfully submitted by: Mary Kingsley, SDOLP*