

**College of the Redwoods
Distance Education Planning Committee
10/11/2016, SS 104, 2:30 – 4PM**

Agenda

Call Meeting to Order:

- 1. Review/approve 9/27/16 notes**
- 2. DEPC Discussions:**
 - a. OEI Exchange and CR's preparation for participation
 - b. Review and approve Turnitin survey questions (handout) (Lisa)
 - c. Review and approve Vericite evaluation rubric (handout) (Lisa)
- 3. Updates:**
 - a. Evaluation Kit (Reno)
 - b. NetTutor and SmarterMeasure (Cathy)
 - c. Telepresence scheduling (Cathy)
- 4. Program Review (Standing Agenda Item)**
 - a. Review of DE outcomes and assessments
 - b. Review 2015 planning items
 - c. DE planning for the coming year
- 5. Proctorio demo (Webinar begins at 3:30)**

Future Agenda Items:

- OEI Rubric requirement for “chunking” content
- Faculty use of Turnitin (10/25; Gary Sokolow)
- Revisit OTLT vs. @ONE training for faculty certification
- Telepresence operational logistics
- Use of WebEx in DE
- Ancillary use of Evaluation ToolKit for purposes other than student evaluation of faculty

Next meeting: Tuesday, October 25, 2016

“When the finger points at the moon, the fool looks at the finger.” (Unknown)

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Distance Education Planning Committee
9/27/2016, SS 104, 2:30 – 4PM
Summary Notes

Meeting Called to Order: Present Cathy Cox, Mark Winter, Quang Minh, Reno Giovannetti, Wendy Riggs, Lisa Sayles, Phil Mancus, Crislyn-Parker, support.

1. Review/approve 9/13/16 Notes: Approved as corrected.

2. DEPC Discussions (Lisa): Proposed changes to Angelina for a SARTCO Online Instructor Website.

3. Updates:

- a. Proctorio (Cathy):** Cathy will set up a demo. Cost is \$10 per student per year for **all** tests, and can be used for all online student testing. Cathy will fund the demo, but if approved, budget will be a district issue. Instructors can choose their own lock-down or security method. Cathy will inform the Senate that this may be an option for faculty. Consensus to hold the beta test during a DEPC meeting
- b. NetTutor (Cathy):** discussing with Angelina when to attach this to some online classes. Nothing finalized.
- c. Assessments and Canvas (Reno and Lisa):** Reno and Lisa are on the assessment committee agenda, after which we may move forward. Suggested offering a brown bag training.
- d. OTLT sessions (Lisa):** 5 in one session and 7 in another. Proposal for spring is to scale down to one session to allow time for revisions. Lisa offered to run sessions in summer once in a while, for deans, faculty and associate faculty.

4. Initial Discussion of Vericite vs. TurnItIn – costs, uses, and pilot (Cathy and Lisa):

- TurnItIn has no price negotiation. Utilization is not always easy. TurnItIn has numerous bells and whistles, but our faculty primary use is for plagiarism detection. TurnItIn is **not** ADA compliant.
- OEI has contracted and established a contract with Vericite at about ½ the cost of TurnItIn. Cathy will schedule a pilot this semester, add to a Senate agenda to discuss reasons for change, and determine exactly how faculty use TurnItIn (survey). Agreed to include the union, for transparency. Discussed whether we can get student input on TurnItIn.
- Suggestion to do a side-by-side comparison. There are TurnItIn processes causing instructors problems.

5. Program Review [Standing agenda Item](Cathy):

- Attending a program review workshop for student services, Cathy learned that all areas except administrative service areas must have student learning outcomes that can be assessed. Angelina is lobbying to have DEPC do an administrative services review and not be locked into student outcomes. The current DE outcomes are great program outcomes.
- Committee consensus to use the different template.

6. Non-course Canvas shells (Reno):

- Dave Bazard spoke with faculty about using Evoke, but faculty are concerned there is no support.
- Canvas contract allocates a limited amount of storage; eventually we will have to archive and eliminate old courses, to keep within the allocation limits.
- When Sakai was shut down there were numerous sites and no one knew who the users were. This led to the idea that non-course Canvas sites be added through a vetting process, so not to interfere with course space.
- Committee agreed having these sites is a way to create student community; this is a good use of Canvas.
- Reno suggests we determine criteria, codify procedure, and archive past courses more often. Reno recommends we move ahead on this.
- Committee discussed process: Limited to clubs, departments and/or programs. A Dean, director, or

supervisor will take the lead, determine validity, and identify staff who will maintain the site. An electronic form will be submitted (directly to IT who has final sign-off?)

- DEPC can make a recommendation; the rest is up to the vice president or designee. DEPC will come up with recommended process and present to Angelina.

7. Appoint DEPC Rep to Technology Planning Committee

- Reno is ex-officio on TPC as the instructional technologist. They would like a separate rep from DEPC. Cathy volunteered.

8. Future Agenda Items: *Prioritized*

1. (Lisa) OEI Rubric requirement regarding “chunking”
2. CR OEI Courses: Where We Are. (Lisa focus on POKER; Cathy on logistics.)
3. Program Review: Assessment, review of DE Outcomes-(now a standing agenda item)
4. Proctorio demo
5. Revisit OTLT vs. @ONE training for faculty certification
6. Telepresence operational logistics
7. Use of WebX in DE
8. Ancillary uses of Evaluation ToolKit (for purposes other than student evaluation of faculty)
9. Revisit discussion about Del Norte Baffles
10. Establish Canvas non-instructional application and criteria.

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