Distance Learning and Instructional Technology
Sierra College
Recollections
February 1, 2019

I. Opening

A. Call to Order

B. Establish Quorum: Suzanne Davenport, Cyndie Birdsong, Michelle Boucher, Autumn Cahoon, Jeanne Guerin, Jay Kesler, Sonia Klenner, Jennifer Molina-Stidger, Mithia Mukutmoni, Sabrina Pape, Corinne Rowland, Amber Turner, Lynnette Vrooman, Tom Benton, Sayda Postiglione, Aimee Colvin

II. Approval of the Recollections: November 2018 recollections approved

III. Visitor Presentations:

A.   Beth Ervin gave a presentation with Mike Bills of Cranium Café. Student Services is interested in the product, because they believe it will help with providing equitable online support to students. Mike stated that Cranium Café is both ADA and FERPA compliant and they have been verified to be compliant by a third party. Mike gave a walkthrough of the available features, including online paper reviews, the archive feature, appointments, invites, and the issues with Android phones versus iPhones. Beth encouraged the committee to send her any questions they may have about the service and technical support.

B.   Pat James, the Distance Learning consultant, former director of the Online Education Initiative, spoke to the committee about her visit to Sierra College. The purpose of her visit is to help form a plan for the future of Distance Learning. She believes that we need to be guided by the desire to do what's best for students. She will be meeting with members to find out what the program needs and ways to secure resources for the growth that Distance Learning has been experiencing. Pat praised the work of Suzanne, Sabrina, and Tom to make the program as strong as it has become.

She asked the group what they saw as the greatest challenges as the program grows. Sayda said that some faculty members don't want to change or adapt their teaching methods to an online environment. Lynette suggested that "change fatigue" has set in and that it has become overwhelming for faculty and staff.

Pat emphasized the importance of recognizing that Distance Learning is part of the Sierra College community, and that the program is not simply a fad. It's here to stay. She expressed a need to switch from a mindset of competitiveness to collaboration.

Pat will be completing her report by the end of April. The document she creates will be revisable – So as the department changes over time, the contents can be amended. Faculty and staff are encouraged to contact Pat via email if they have any questions, concerns, or suggestions.

She can be contacted at Pat@PatJamesConsulting.com.

IV.   Action Items: None

V.   Discussion Items:

A.   Online Tutoring Update – Jeanne
- Jeanne passed around the December usage report for tutor.com
- There has been an increase in hours used by students, but not an increase in the number of sessions used. Jeanne suspects this is due to the timer being removed from the interface.
- Math and Science are still at the top of the usage reports. Math is by far the leader, at 216 hours used in October, versus 96 hours used in science courses.
- The average use among students is 5-6 hours, when "super users" have been factored out
- This semester, a 20 hour limit has been put in place
- Tutoring with Zoom is still being developed and the tutor center will continue to train students to work in Zoom.

B.   Online Library Update – Tina
- Tina was not present

C. **Workshop and Instructional Design Update – Corinne**
- The online accessibility training course has switched to open enrollment with no hard start/end dates. Instructors can now learn at their own pace.
- The reviews for the Pre-2009 courses has begun.
- A discussion was had by the group about the order in which the Pre-2009 courses will be reviewed.
- The Cidi Labs workshops were attended by Cyndie, Corinne, Suzanne, and Aimee. The tool is not ready for launch yet to all faculty, but in an instructor feels comfortable using the tools, it can be made available to individuals.
- **UDOIT**, the Universal Design Online content Inspection Tool, will be made available soon.

D. **Cidi Labs**
- Suzanne explained that the addition of the new design tools had happened very quickly, that the "rocket ship" had been hidden, but could easily be added back to courses if instructors requested.
- Formal training is not required to use the new tools and video tutorials are available online for those who wish to use them.
- Corinne will be putting together a Cidi Labs tutorial during the coming week.
- Plans are being made for train-the-trainer workshops.

E. **New Software Updates**
- Tom announced the roll-out of Camtasia and Snag-It. He would like members of the committee to test it out first, so that any issues that arise can be addressed before the programs are made available to all faculty.
- Suzanne said that instructions for installation will be forwarded to the committee members.
- One of the concerns is that these programs must be installed on a district computer, because of issues with permissions. The computer being used must have access to the Sierra College network.
- Suzanne acknowledged that this was concern when it came to the needs of part-time faculty members. She will be sending a message to the faculty addressing the issues discussed and the resources that will be made available.
- Tom said that once Camtasia and Snag-It had been adequately tested by committee members, IIT will be prepared to expand the usage.

F. **OTC and Instructure Conferences**
- Suzanne shared the dates of these upcoming conferences with the group. She encouraged anyone who is interested in going to contact her.

G.   Accessibility and Course Review Process

- As of February 1st, the first courses have started going through the new review process. This includes Pre-2009 courses.
- Most accessibility review volunteers have chosen the April 1st submission date.
- There has been concern about instructors removing content from their courses when it does not pass the accessibility check.
- The group discussed ways that could ensure that approved course content does not get removed.
- Jay suggested that if approved content was removed, the course, which had been fundamentally changed, could be required to restart the approval process.
- Corrine started a discussion about the unfounded rumors that have sprung up among faculty members and departments (ex: All Power Points must be changed to Pages, or that 80% accuracy is acceptable in closed captioning). She encouraged faculty to contact Distance Learning if they hear rumors so that they can have any questions answered and receive correct information.
- Sayda confirmed the existence of such rumors. She offered to create a Canvas module for the Language department explaining the actual expectations and correct information.

H.   Other

- Suzanne announced that the additional online unit for the English 1A courses is now completed.
- Jeanne praised Amber's efforts in creating and presenting the new resource to the English department.
- The group applauded Amber's accomplishment.
- Autumn expressed concerns over the new unit in regards to accessibility and equity.
- Amber recognized those concerns. She explained how these concerns are being addressed, and how feedback from faculty and students will be gathered so that revisions can be made in the future to help improve the unit in the future. She then described the support services that will be made available for students.

The meeting was dismissed at 1:54pm.