

Distance Learning Committee

Sierra College

Recollections

March 1, 2019

I. Opening

A. Call to Order

B. Establish Quorum: Suzanne Davenport, Cyndie Birdsong, Autumn Cahoon, Anne Diamond, Jay Kesler, Rob Lapkass, Jennifer Molina-Stidger, Mithia Mukutmoni, Sabrina Pape, Chris Poling, Sayda Postiglione, Tina Sixt, Amber Turner, Lynette Vrooman, Tom Benton, Aimee Colvin

II. Approval of the Recollections: Minutes from February 2019 were approved

III. Visitor Presentations: None

IV. Action Items: None

V. Discussion Items

A. Online Tutoring Update – None

B. Online Library Update

- Tina explained the upcoming Library Service Platform (LSP) changes. The new system will be similar to that used in the CSU system.
- Tom attended a recent technology conference. He said that the vendor claimed there will be a “smooth” transition process.
- Tina shared information about the video streaming usage statistics.
- Kanopy does not charge a flat rate and there is agreement that a flat rate subscription service would be more desirable.
- Members of the committee discussed the pro and cons of both Kanopy and Films-on-Demand.

C. Workshop and Instructional Design Update – None

D. Instructure Purchase of Portfolium

- Suzanne explained that Portfolium has been purchased by Instructure, That service will be available at no extra cost for Sierra College.

Portfolium will be replacing the current student portfolio system on Canvas.

- Aimee briefly explained some of the features being offered by Portfolium. This led to a technical discussion of the company's claims of the service being available for the entirety of a student's "lifetime."
- The committee discussed the possibility of student information being compromised.

E. Camtasia/Snagit Rollout Update

- The committee had previously been requested to test the rollout of Camtasia and Snagit.
- Jay said that his installation went well and that he was able to log in at home.
- Mithia said there was an issue with a lack of cameras and mics on district computers. Tom said that cameras and mics would be a departmental expense.
- There was a discussion about whether these programs had been made available for Mac as well as PC, as well as licensing issues.

F. Faculty Teaching Workshops (eg. Design Tools)

- Suzanne explained that with Corinne Rowland leaving the department, there was a need for instructors to lead technology and instructional design workshops. Keely Carroll will be conducting a workshop on Cidi Labs' Design Tools on April 1st and the 8th.
- Amber is going to be taking over the CCAC course/accessibility course.
- Autumn asked if there would be a chance for compensation.
- Sabrina stated that getting stipends in place is a lengthy process, but that it should be possible. There are talks currently of possible options.
- Suzanne said that Corinne will be at Sierra until March 15th. There is a list of currently scheduled workshops through April on ProDev.
- Tom asked if the Design Tools train-the-trainer is still available or if that knowledge will be lost when Corinne leaves.
- Aimee stated that the instruction that Distance Learning received from Cidi Labs was recorded and that the videos are available to view in the DLIT Canvas shell.

G. Accessibility – Blackboard Ally

- A representative from Blackboard recently came and gave a demonstration of their product, Ally. This would be an alternative to the program that was previously suggested for accessibility checks of online courses, Udoit.

- Distance Learning and IIT had a meeting discussing both programs. While Udoit is free, it is not as robust a program as Blackboard Ally. Udoit would also require constant upkeep by IIT staff. Ally would not.
- Suzanne described the features of Ally to the committee members.
- Los Rios has already adopted Ally and there is talk that it may be adopted statewide.
- Tom stated that Sean Keegan, Director of the CCC Accessibility Center, had recently spoken at a conference, and stated that Ally is the only legitimate tool for accessibility. Udoit is not endorsed, because of its lack of tech support.
- The committee discussed the advantages of using Blackboard Ally for the upcoming course reviews and accessibility checks of existing online courses.
- Sabrina said that a project request has been made and that funding will need to be found.
- Tom asked if it would be possible to have the Blackboard representative come and present the demonstration to the committee.
- Suzanne said that might be possible.

H. Pre-2009 Course Reviews

- Suzanne asked the committee for their opinions regarding the review of Pre-2009 courses and whether they should have 25% reviewed, like new courses, or the full 100% of the course, since they have already been fully developed.
- Autumn stated that the wording in the email and review rubric were confusing. Greater clarity was needed.
- Anne asked if this included accessibility reviews. Similarly, she had thought, because of the wording, that it would only be the first 25%.
- Suzanne said that originally, the intent was to review the full 100% for course content and accessibility.
- Anne expressed concern over the fact that school documents, which are given to faculty to share with their students, are not currently accessible.
- Suzanne stated that anything sent out by Student Support Services should be accessible.
- The committee agreed that in order to be in compliance, all of Sierra College should follow the rules of accessibility. They then discussed the ways campus documents are stored, delivered, and shared.
- The committee then agreed that the originator of a document needs to be responsible for making it accessible, not the instructors.
- There was further discussion of ways to move forward regarding campus-wide documents.

- Suzanne returned to the topic of the Pre-2009 course reviews, and the percentage that should be reviewed.
- Autumn looked at the rubric that was sent to faculty, on her laptop, and it clearly states 25%. This is because it is the same rubric used to review new courses.
- Suzanne agreed that the first group of Pre-2009 courses should then only have 25% reviewed, but in the future, it will be 100%.

I. Shared Online Course Content

- Suzanne explained that recently, a faculty member went through the online training. A senior faculty member allowed them to access content from an already existing course. The new instructor copied 100% of that course, with the exception of the homepage, without that senior faculty member's knowledge, and presented as their own. Suzanne checked with the instructor whose content was copied. She also spoke to Anne Fleischman.
- This causes conflict, because instructors are given a stipend to develop courses. They are expected to make that course their own. They are being compensated for their effort.
- Suzanne stated that she is currently working with Pat James, the Distance Learning consultant, to compose a list of "do's & don'ts" for online instruction.
- Sayda said that she is aware of this particular situation. She said that as adults, we should know that copying an entire class is wrong. It's takes a lot of effort to create a class, and instructors should not have to tell people not to copy the whole thing.
- Rob suggested that this situation could be the result of the practice of hiring instructors on late. He asked if it was reasonable to have a standard framework in place that could help instructors who are facing tight deadlines.
- Anne asked the committee for their opinion on where similarity ends and copying begins.
- Autumn brought up the issue of publisher-generated content. This often leads to a great amount of similarity in courses.
- Mithia stated that creative elements of courses are personal, and that if another instructor copied her discussion board questions, it would bother her.
- Amber stated that the issue in this case is not similarity, but copying an entire course. Clearly, examples of sharing exist, and are even common, but there is a difference between that and taking someone else's entire course and presenting it as your own.

- Tom asked if it was possible that instructors could copy the course and simply not receive the stipend, since they didn't do the work themselves.
- The committee said no and there was discussion about how this had previously been discussed and agreed upon.
- The committee discussed the issues of late hires, Human Resources, and status activation of new hires.
- Tom stated that the system had changed and that process will be working more "cleanly" soon.

J. Distance Learning Consultant Update

- There will be Zoom meetings throughout the month and Pat James will be returning on April 5th.

K. Other – Changes to Title V

- Suzanne shared the changes to Title V that will be taking place immediately. It has been amended to include that student-to-student contact must take place, accessibility standards, faculty selection and workload

Other – Instructional Designer

- Corinne Rowland has offered her resignation. The process to rehire her position will go to Strategic Council on March 8th. Her departure may delay the schedule for the accessibility reviews.

The meeting was dismissed at 1:54 pm