

**Distance Learning and Instructional Technology  
Sierra College  
Recollections  
November 2, 2018**

**I. Opening**

**A. Call to Order**

**B. Establish Quorum**

- Suzanne Davenport, Cyndie Birdsong, Michelle Boucher, Autumn Cahoon, Anne Diamond, Jeanne Guerin, Jay Hester, Jay Kesler, Stephanie Lamphere, Rob Lapkass, Michelle Macfarlane, Jennifer Molina-Stidger, Mithia Mukutmoni, Sabrina Pape, Chris Poling, Corinne Rowland, Tina Sixt, Amber Turner, Lynette Vrooman, Tom Benton, Sayda Postiglione, Aimee Colvin

**II. Approval of Recollections: Minutes from October 2018 approved with minor changes**

**III. Visitor Presentations: None**

**IV. Action Items: None**

**V. Discussion Items:**

**A. Online Tutoring Update – Jeanne**

- Tutor.com usage is up from last October and the average student session is getting longer
- A graph showing the usage summary was passed around to the committee
- The limits for student usage have been changed to 20 hours – A change from the previous unlimited access
- Among the students who graduated, 24% used the online tutoring/Skill Center service

**B. Online Library Update – Tina**

- The Halloween celebrations were a success

**C. Instructional Design Update – Corinne**

- Corinne stated that there have been requests for more workshops to be made available to NCC and Truckee instructors.
- To accommodate other campuses, more online workshops could be a possibility
- Sabrina asked about the possibility of using Zoom for remote workshops

- Lynette spoke about rooms at NCC that are Zoom capable
- The committee discussed ideas for workshop topics and greater outreach to adjunct faculty, as well as NCC and Truckee

**D. English 1A Hybrid Course Standardization**

- Suzanne explained the coming changes to English 1A courses
- These courses will go from three units to four units, with the new content to be added online – This will make all English 1A courses technically online hybrids
- The English department is currently working on the standardized curriculum component
- Jay Hester asked about the nature of the added curriculum and how it will impact academic freedom
- Amber shared some of what the department is currently working on. She also explained that those instructors who do not want to use the new standardized material are free to go through the current online review process on their own
- The group discussed the number of sections and instructors currently teaching English 1A online, the challenges that this change presents, and the possible training of instructors who are unfamiliar with the online environment
- Autumn expressed concern for the difficulty this change may cause DSPS students
- Lynette stated that English 1A+S will be available to students who may have difficulties with this new format. She then explained what English 1A+S is
- Jay Hester asked if there had been any discussion of equity issues that could be associated with this change - Access to a computer, for example. What steps are being taken to address this?
- Mithia asked if there could be a completely on ground option
- Lynette said that the possibility of an entirely on ground course had been discussed, but the department decided against it
- The group then discussed AB 705 and its impact on the English and Math departments

**E. Online Coaching - Mithia**

- Mithia suggested that in order to help instructors adapt to the online environment, a non-evaluative coaching/mentoring program, in the style of the Equity Task Force could be formed
- A group of coaches could be created to encourage faculty to become more comfortable with technology and the use of Canvas
- Mithia was in contact with the Sacramento City College Staff Development coordinator to learn what services they provide to their faculty in regards to online instruction
- Mithia is currently in the research phase of this idea and how it would impact the pre-2009 courses – She will be looking at programs statewide

and nationwide, seeing if there are good example of similar systems at other institutions

- The group discussed the possibilities this idea could create, who would coach, who would train the coaches, and what training would be needed
- Jeanne stated that it's important to publicize what students miss out on if Canvas isn't used. Some instructors are resistant to using Canvas because of a perceived lack of academic freedom
- The group discussed the definition of hybrid courses, the differences between hybrid and web-enhanced courses, the difficulties that might be faced by older instructors and students, and the issue of ADA compliance within web-enhanced courses

**F. Accessibility and Advisory Committee – Tom and Suzanne**

- The Deans' Counsel has assigned a group of people to establish an accessibility standard, which is currently being formalized
- There is the possibility of a team being formed that will evaluate the accessibility of software
- Tom stated that they are looking for another DLIT member to join
- Suzanne called for volunteers
  - Autumn, Michelle, and Anne volunteered
- The meetings of the Accessibility committee are currently sporadic (roughly once a month). Once the group and committee members become more solidified, the plan is to have meetings quarterly
- The group discussed the nature of the new committee, why it is not heavily populated by faculty, the requirements of membership, and the future relationship with DLIT
- Tom stated that he wants an open forum. Already a student has requested to be a part of the group. The committee agreed that having the input of the student would be valuable

**G. Update of Course Review Process**

- Suzanne shared how many applications were received and that the members had been chosen. The new review group will begin work before the end of the current semester
- The new reviewers are Michelle Macfarlane, Sonia Klenner, Autumn Cahoon, and Jeanne Guerin. The review coordinator is Amber Turner
- Suzanne said that the week following this meeting, she will send out an email to all faculty, describing the upcoming changes to the review process, the course review timelines, and how the pre-2009 courses will be reviewed
- There will be stipends available for the accessibility retrofits of online courses
- Suzanne added that the Summer course reviews would soon be starting
- Rob asked if review rubrics would be sent out
- Suzanne stated that they would

**H. Software Update**

- Adobe Creative Cloud is now available to all faculty
- It can be used on two computers
- Adobe Acrobat is important for accessibility checks
- The group discussed these programs, the eligibility to gain access to them, and how use of lab computers versus personal computers could cause issues
- Access to Adobe Creative Cloud will be granted during the online review process so they can use it for their required accessibility checks
- A discussion was had about how this will impact those who already have subscriptions to Adobe Creative Cloud
- Suzanne will forward an email describing the directions for download, with additional information from Corinne
- Camtasia and Snagit have been approved. A 3 year site license for faculty and staff has been purchased and should be available to use before Thanksgiving
- Corinne will be offering workshops on both programs soon

**I. Cidi Labs Demonstration Discussion**

- The committee was in agreement about the purchase of the Cidi Labs service
- Cidi Labs will be sending a trainer to visit and conduct workshops
- Autumn asked if the design tool would be available before the coming accessibility reviews
- Suzanne said this would depend on the deadlines for these reviews, which have not yet been decided
- The group discussed the possible dates for the upcoming accessibility reviews
- Rob suggested that there be two different workshops – designing courses from scratch versus accessibility retrofits
- Suzanne said that she would share this suggestion with Cidi Labs

Members were encouraged to bring snacks for the next meeting.

The meeting was dismissed at 1:41pm