

Districtwide Distance Education Steering Committee (DDESC)

Meeting Notes

Monday, November 6, 2023

12:00-1:30

Via Zoom

Members: Aileen Gum, Anne Gloag, Angela Romero, Brian Weston, Brian Palimiter, Chris Rodgers, Claudia Tornsaufer, Denise Maduli-Williams, Devika Chhabra, Desiree Payne, Donna Eyestone, Ingrid Greenberg, Iris Lowe, Katie Palacios, Kelly Spoon, Kimberly Lacher, Liesl Boswell, Mary Kingsley, Maureen Curry, Michelle Gray, Peter Haro, Peter Tea, Poppy Fitch, Rechelle Mojica, Robbi Ewell, Russ English, Sandra Pesce, Sarah Dunn, Stephanie Johnson Shipman, Trenton Tidwell, and Tucker Grimshaw

**CVC Peer Online Course Review (POCR) Status**

CVC is establishing a POCR process that allows colleges to self-evaluate courses. This eliminates the process of sending our courses out to be evaluated. We are working with our CVC POCR rep, to get our *alignment process* in place to become a CVC Certified District; Step 1-of-3 for us entails getting 3 courses across our district approved. We are working through our first course right now and should be complete with all three in Spring 2024. The courses need to be ‘aligned and normed’ through our POCR Review Group. Once we are provided feedback from CVC and make any necessary corrections to our processes, we will *officially be able to certify faculty locally*. OLP is planning on creating a POCR course to help faculty be prepared.

Katie questioned how the Exchange registration process works and how our students will be prioritized for courses. Victor explained that home college students have priority based upon serving the local community. Then any additional classes that are being offered will be offered through the Exchange during the open-enrollment period. Rechelle questioned *student services* for those utilizing EOPS or DSPS. She asked if the college that's offering the class will also be providing the accommodation process. Victor replied that we need to follow up with CVC for further clarification on DSPS services when we go to the *implementation phase*. He shared that for all other services, financial aid, CALWORKS. EOPS, etc. students will be receiving those services from the home college.

Brian added that there was previously a clause that said 20% of our courses would be POCR badged. This requirement has been removed.

Rechelle questioned the difference between a person who is certified or if the course is certified or do they both have to be certified. Brian replied that it is a pairing of instructors and the course itself. i.e. A *Subject 101* course with a *Professor X* would be that badge pair. Rechelle said that could be a problem if the Exchange course was offered it could not be taught another instructor, unless that instructor had also been certified with that course. Brian shared that we run into this same issue with ZTC courses, where we need to update the schedule and inform the students of the change, allowing them to stay in or to find another course. Brian clarified that courses are not badged by itself. It's an instructor and a course that get badged together.

Ingrid shared that the college ESL Program is looking at creating a template for Beginning ESL courses; If we do create POCR-badged Beginning ESL courses, does it also mean that the faculty need to be POCR certified to teach that course? Brian answered, ‘If we want them to have the badge, we should make sure that that instructor and that content that they're using is certified and that the course is aligned to the CVC OEI rubric.’ Instructors will need to be both DE-certified and POCR-certified.

There was discussion on articulation agreements and transferability to a CSU or UC or another community college. Victor shared this is a concern with the State and we are hoping with the State’s *common course numbering* (not in place,) that by having a standard rubric that the CSUs and UCs would accept courses for articulation from any of the 116 community colleges given that It's the same course that we accept from college-to-college. The State is trying to address this in part with the *common course numbering* system.

Victor added that students must take at least one class at the home college, and then they are limited to two classes on the Exchange. The CVC OEI restricts students’ registration and gives them a warning message that tells them they are limited to two classes on the Exchange per semester.

Rechelle questioned course enrollment CAPS. Victor said that when we become a teaching college, the caps will be whatever the cap is in Campus Solutions. He said that we will need to discuss course caps further with CVC based on discussions we had a while back. Things may have changed when they allowed us to set our internal limits.

Rechelle clarified drop deadlines. If you're taking 2 classes through different colleges, you may have theoretically different drop deadlines and withdraw deadlines etc. Victor reported that when students take our classes through the Exchange, they'll be adhering to our local deadlines and dates based on the class.

Aileen revisited services and offered this scenario; She has a student who needs support like DSPS support. She doesn’t know where they come from, so her response is going to be referring them and connecting them to someone at our campus DSPS, correct? Victor said you wouldn't be able to determine who's who in terms of home student or not. Victor said we could ask that question because a lot of colleges have their own process of early alert systems. We don't currently know what's the expectation of providing student support referrals. So whether that information gets fed back to the home college or what the expectation will be clarified with CVC. He will carry this topic back as an action item to follow up on when we start having CVC OEI implementation and teaching discussions. Aileen added that's already something that faculty have to be aware of even within SDCCD because each campus has different DSPS services that they provide. She also mentioned that is also concern even with the scholarships, some are only for Mesa, or only City, or only for Miramar.

Victor added that he will take a look into that and to the question about whether Exchange students will also have the same privileges. He shared that on the backend we're using the CCC ID to authenticate these students. When students go into our system through Canvas, we sharing the CCC ID and that's how the authentication is being passed. They should have access to the same Library resources as our home students. Brian shared that once we fully implement SSO students should have access to SDCCD resources.

**AI RECAP**

We supported an AI presentation last Friday, October 27, hosted by Adelle Rowe from Grossmont College. We will have the recording available and posted to our website. Brian asked the group for suggestions on Professional Development. Aileen shared an update on support for instructors on How-to-strategies for determining that the students are learning the basic fundamental skills. She shared a presentation where they had the AI generate the content that was a little concerning. They had a student draft their paper by putting in the parameters of the assignment and the students just accepted the response. This may not be the venue to discuss this, but she would like to make sure that instructors are getting some support. Vice Chancellor, Michelle Fischthal is working on an AI Series for the District.

Rechelle has had a couple students who are using a web extension ‘Courseology’ that is AI and I will provide answers to questions on exams. It runs within the browser, so it's not something that would be detected using a plagiarism tool.

Brian shared from Adelle’s workshop that not allowing AI tools could put better-funded students at an advantage over another section of students who have lesser access to better tools. It's a fast moving topic, so we will continue to look out for professional development as it keeps growing. Chris shared that they announced GPT 4 Turbo, their new model that's going to be coming out. It has a 128 context window of tokens. He explained that you can pass an entire book through Chat GPT and it will provide the user input based on the book. He shared that there are so many advancements out there that many people have and many do pay for the application. As we're developing content or materials, we need to look not just how students are able to use it, but how can we use it for our courses. It was presented at the district-wide technology committee to consider a Chat GPT subscription for the district. We will have to wait and see how that pricing structure works out. It could be about $360k for everyone in the district to have an office license. IT is waiting to see what we have available to us from Microsoft.

**Email Forward**

Victor shared that we are working on a modification to the contact roster in Campus Solutions to show both student email addresses. The roster will show the students.edu and it will show the students personal email address. If instructors want to send something timely to students, it could be sent to both of their email addresses. Hopefully, we will have that functionality ready for summer classes. Updates will be provided this spring. If any members would like to volunteer to help test it, please contact Victor.

For CCE we sent them an email with a list of the students’ personal email addresses so they could contact them. We will do the same thing, for City, Mesa, and Miramar. We will send them an email with their class roster with a list of their student emails. We can send them twice, one week prior to the start of spring semester and one before intersession.

**Learning Tools Interoperability (LTI) 1.3**

We are looking at some Canvas upgrades this intersession in a LTI 1.3. LTIs are how programs, or your publisher may connect into Canvas. LTI work as a handshake so that way Canvas becomes the one hub that can connect to different products. They have updated to 1.3 from LTI 1.1 We are announcing it now because we are getting some feedback from different companies and so we're trying to work on an update window at some point this winter timeframe when there is less impact. Please send LTI requests to Trenton as early as possible.

**OFCP Mid-Cycle Update**

Currently, the OFCP runs 20 hours. We are working on a mid-cycle update. There are a few things in the current course we can improve on. We traditionally leave the OFCP open for the entire year, but we are hoping to start a new cohort beginning January 2024. If anybody would like to participate in the training review, please contact Liesl or Brian.

**Announcements:**

**Spring Shells Available Nov 27th**

**DE WEEK:** [Online Summit Recordings](https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/de_summit-2023.aspx)

[CCC Online Teaching Conference](https://onlineteachingconference.org/)

**Next Meeting:**  *December 4, 2023*

*Respectfully submitted: Mary Kingsley, SDOLP*