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**Districtwide Distance Education Steering Committee (DDESC)**

**Meeting Notes**

**Monday, February 10, 2020**

**12:00-1:30**

**Via Zoom**

Attendees: Elizabeth Barrington, Dave Giberson, Ingrid Greenberg, Kats Gustafson, Mary Kingsley, Denise Maduli-Williams, Rechelle Mojica, Chris Rodgers and Cara Smulevitz

**Meeting notes December 2, 2019**

The group approved the meeting notes from the last meeting. Meeting notes are posted to the web at <https://www.sdccd.edu/about/departments-and-offices/instructional-services-division/online-learning-pathways-1/faculty/resources.aspx>

**Online Learning Pathways Update**

SDCCD Online Learning Pathways’ offices have successfully moved to City College Math & Science building PS-200. SDOLP staff will occupy the offices located on the bottom floor of parking structure (PS-200) facing Broadway. An email has been sent to all faculty notifying them of the move. The new office has an existing conference room which will be used as the production lab, there are currently six computers installed in the new lab and staff is ready to work one-on-one with faculty.

Dave Giberson’s consultant contract has been extended through June 2020. Dave will continue to provide system transition support as well as offering faculty trainings. SDOLP will be sending out the Spring 2020 training schedule soon.

Systems Analyst, Jeff Mills, has remained at the District office to work closely with IT. Jeff has been working diligently on the Campus Solutions to Canvas implementation. Jeff has successfully identified and solved many of the problems encountered during the fall launch.

Kats will be retiring on January 3, 2020. She has served as Dean in the Instructional Services Division for six years. The members shared their gratitude and thanks for a job well done. The District has closed the application period for her replacement for the position of Dean, Online & Distributed Learning. They hope to finish the hiring process as soon as possible. VCI, Stephanie Bulger and Dean of Instructional Services, Antonio Alarcon, will be overseeing the Online & Distributed Learning department until the new dean gets onboard.

Instructional Assistant, Peter Tea is supporting staff and faculty throughout the remainder of the academic year. Rechelle mentioned she has received excellent support from Peter working with Camtasia and captioning.

**Canvas Rollout – Spring 2020**

Jeff has been overseeing and resolving the four main programming issues that have challenged us during the transition to Canvas during the fall rollout; the four main issues were Student Preferred Name showing, Instructor Changes, End-time of the course, and Student Add/Drop issue.

In Campus Solutions the students are allowed to select a ‘preferred name’ which became an issue when the information was extracted into Canvas. Originally the student’s legal name would show up on the Canvas roster and SDOLP received many calls from faculty and staff. This issue has now been resolved and the student’s preferred name will now be displayed in Canvas.

During the Fall 2019 launch we experienced system errors when assigned faculty information was received into Canvas from Campus Solutions. It was identified that the schedule preparers would create a course, and then using that same course would change the course instructor. The change of the instructors were not being received into the Canvas system and some courses showed both the previously assigned instructor and the current assigned instructor causing confusion. A fix has been placed and should be effective for the Spring 2020 launch.

The session end time for Fall 2019 is now set to the preferred 11:59pm. There were issues with institutional settings for courses to end Pacific Standard Time 10:59pm. This issue has been resolved.

Student Add/Drop issue. There had been an identified issue where dropped students would show in the Canvas shell roster, but not the Instructor’s official roster. After a change in processes, our extracts will only pick up enrollments after the drop/delete/retain date. SDOLP staff will be watching the system closely after the Spring 2020 add/delete/retain date. Instructors wanting to give students access a week prior to the semester may be affected. SDOLP will start the system extract on Dec. 15 and we will check for data accuracy on Dec 16.

**OEI Rubric Adoption and Consortium**

An email was sent to Academic Senate presidents asking them to adopt a resolution to join the OEI consortium. Attached to the email was Southwestern College's resolution-to-adopt that could be used as an example. The DE committees report to the academic senate. Once each college drafts their own resolution it will be heard by the Academic Senate Committees at each institution. Each campus must adopt the OEI rubric as a requirement to join the OEI Consortium. Mesa has a lot of support for adopting the rubric but not so much support for joining consortium. If the colleges choose to join the consortium they will have privileges to have their faculty trained to be OEI POCR Reviewers. Only consortium members have access to the POCR training. If one or two colleges choose not to join the consortium, the other college could still move forward. Joining the consortium also allows for discounts to OEI subscription software. If the Academic Senates choose to move forward with the Resolution the college VPIs would fill out the OEI application.

**Unicheck**

Unicheck held a demonstration for City College Academic Senate and will hold a demonstration today for the Mesa College Academic Senate (Miramar College could not find time until spring.) Stephanie is working on anti-plagiarism software funding; however, the Cabinet sent the funding request back to her and asked her to figure out what kind of funding is available. 1) Write a grant, and/or 2) See if we could divide the cost of UniCheck amongst the five areas, (district, CE, and three colleges). Pricing is according to FTES, it comes out to $7k City, $8k Miramar, and about $9k Mesa. Continuing Education and the high school program are very interested in UniCheck and will request a demo. Kats is negotiating pricing with Unicheck and is working with pricing FTES vs. Headcount. She has been working on comparing software and costs. Backboard LMS had an anti-plagiarism tool built-in whereas Canvas does not. SDOLP held a Canvas/Unicheck pilot during Summer 2019 and the majority of faculty responded favorably.

**Other**

The ‘Request for Development Shell’ link will be displayed more prominently on the SDOLP website.

The upcoming February Mentors Meeting will be held Feb 21, 2020

**Next Meeting: Monday, March 10, 2020, noon - 1:30 p.m.**

***Respectfully submitted by Mary Kingsley***