****

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

**Meeting Notes**

**Monday, September 12, 2022**

**12:00-1:30**

**Via Zoom**

**Members:** Aileen Gum, Anne Gloag, Angela Romero, Brian Weston, Brian Palimiter, Chris Rodgers, Claudia Tornsaufer, Dave Giberson, Denise Maduli-Williams, Ingrid Greenberg, Iris Lowe, Jeff Mills, Katie Palacios, Mary Kingsley, Maureen Curry, Michelle Gray, Peter Haro, Peter Tea, Poppy Fitch, Rechelle Mojica, Robbi Ewell, Russ English, Sandra Pesce, Sarah Dunn, Susan Topham, Trenton Tidwell, and Tucker Grimshaw

## Welcome

Brian welcomed the group back after summer break. The committee reviewed its purpose to inform and make recommendations to the Vice Chancellor of Educational Services and the VPIs of each college regarding the policies and practices regarding distance education and educational technology within the District. DDESC evaluates and make recommendations on the Learning Management System, faculty support, faculty training, and student support.

## Summer Highlights

### Modality Terms Updated

The modality terms have been updated in the class schedule as of Fall. You are able to view them in the new searchable ‘class options.’ We worked with Student Services and Outreach to create a new promotional video to help students navigate the schedule. There is a little work to do within Canvas, but most of the work has been accomplished. Brian thanked the members for their input and stated that we will revisit the subject next year.

### Board Policies Updated Student Conduct 3100->5500

SDCCD is working to align our Board Policies and Administrative Procedures numbers to match the state system. For example, our Student Code of Conduct Policy 3100 is now Policy 5500. The District is working to update and renumber all of our policies and procedures to align with the **Community College League of California's (CCLC) Policy and Procedure Service** to make communications between districts easier and more transparent.**During the revision process, there will be occasional duplication of numbers. Once the process is completed, any duplication in numbering will be eliminated. SDOLP’s Peter Tea has updated the** DE Handbook to reflect these changes.

### Canvas

Canvas has been updated with the new Microsoft integration. In addition, Canvas is still working on rollout of the ‘new quiz’ feature with a new implementation date in 2024. Instructors are able to use the new quiz feature but find that the current version of ‘quizzes’ works better when integrating with some LTIs and when conducting surveys. Dave commented that the ‘new quizzes’ is not ready for launch; he will be holding trainings on quizzes for both the new and classic quiz features. Rechelle noted that Dave’s training videos available OnDemand are quite helpful. SDOLP will be offering workshops this fall showing that you can use ‘new quizzes’ along with ‘classic quizzes’ and it is not necessary to use one or the other. Instructors can utilize both those technologies to enhance their online experience in the classroom.

### Office 365

Peter worked with Microsoft to offer O365 district trainings via online workshops. There are more trainings to come where instructors can review the new technologies. In addition, Microsoft will be offering trainings later in the semester when faculty will have access to more O365 features that are still being such as the full use of Microsoft Teams.

### New Pronoun choices

When students change their preferred names in PeopleSoft, it will be seamlessly changed in Canvas. The students also have the ability to add pronouns in Canvas. The list of available pronouns has been expanded and so there is hopefully a suitable pronoun name for each student. The newer options are available if students would like to revisit. Brian asked the group to report any pronouns that may have been missed in the latest update.

### Student Email

SDCCD Student Email is up and running! Students have permission to utilize the resource although we are not forcing usage of the student email system and O365 at this point. Student Services will hold an informational session and will distribute information on what students will be receiving and how to utilize the email. The student email will be used as the ‘student default’ contact within Student Services and Canvas; this will help facilitate student authentication. About 45,000 student accounts have been created. Student Services has set up a website to inform students on how to use the system. Faculty can expect students to use the system this Spring. The email system will be tied into Canvas and the whole district experience. District IT has provided the A5 version of Microsoft O365 so students can download a copy of it for their use, which will upgrade the functionality of the experience.

Rechelle asked if students could opt out of using the student email or forward it to their personal email account(s.) Peter responded that students could forward their student email to a secondary address. He said that we will inform students that their ‘sdccd’ address is their official district email and that is where they will receive official information and announcements. Peter reported that students will have the email as long as they are a student. After two semesters of inactivity, we will roll the email from a licensed group into a separate holding group. Peter shared that since going live on August 12, we have continued to make improvements. His team anticipates continuous improvements in managing the operations and information.

The student email is created as soon as a student is registered and issued a Student ID Number. Students will be notified via the District’s ‘Welcome’ email. More information can be found here <http://myapps.sdccd.edu/>. Each campus will be staggering implementation and lightly releasing information to students, faculty and staff in a way that will not overwhelm their support systems.

## AP 5105

Ingrid’s pre-accreditation group was looking for information on AP 5105 and if it had been updated per the recent Title 5 changes. SDCCD’s policy for defining instructor contact for accreditation self-study report: AP 5105 – DISTANCE EDUCATION is posted here <https://www.sdccd.edu/docs/District/procedures/Instructional%20Services/AP%205105.pdf>. Brian reported that we made our modifications ahead of the state’s anticipated changes. He also introduced the updates to CCC DECO (California Community College Distance Education Coordinators' Organization) to date, the state has is waiting for the final approval. Although RSI (Regular & Substantive Interaction)is an accreditation term, the resources and idea behind RSI are humanizing and provide resources for faculty to engage with their class. The States’and the Federal requirements help align course expectations for distance education modality. The recent change eased requirements for student interactions for courses that may not need those kind of interactions. This is outlined in the distance learning addendum and or in the course record.

## Zoom Student Connect (Trenton)

Zoom was migrated over the summer with only light interruptions. We have new capabilities under the new updated Zoom LTI. The new domain name is ‘sdccd-zoom.’ Trenton reported that with the Zoom update we have a new feature in Canvas, the new Zoom ‘Student-Connect.’ It is not added to the navigation menu by default. Instructors will need to add Student-Connect under Canvas course navigation settings. Trenton provided a demonstration of the new feature that allows instructors to offer online office hours and students can select available timeslots. Instructors can set their availability ‘this course only’ or for ‘all courses.’ It is important to note that until students select ‘student-connect’ their name will not populate into the app. Student name and purpose-of-appointment will show in the faculty time block selected. Rechelle shared that the system will also email an instructor when an appointment is booked. Unfortunately, this appointment feature does not show on the instructor’s course calendar, Trenton will bring this suggestion to the next TechConnect meeting. Student-Connect is a great tool for (RSI) Regular Substantive Interaction. Trenton will post an Instructor guide and Student guide.

Chris noted that some faculty were using personal Zoom accounts and experienced issues when using the Zoom link in Canvas. Those faculty need to call IT Helpdesk and confirm that the SDCCD Zoom pro account has been created.

Peter is working to streamline the Zoom pro account process for new hires during onboarding. Any new faculty members hired this semester will need to contact the IT Helpdesk.

## Canvas Studio Review (Chris)

Last year we started evaluating Canvas Studio along with other media engagement products for purchase. The media review group decided to continue with Canvas Studio. At the last moment before the next fiscal year, the state found funding and extended the Canvas Studio licenses through June 30, 2023. Since it is unknown if the state will again continue to fund Canvas Studio, we are restarting the Media Engagement review group. Chris is asking for volunteers who are experienced teaching online courses, have knowledge of Canvas Studio, and who use Microsoft. Chris posted the link to the review group application form at <https://forms.office.com/r/R3QDF3an5j>. He asked DDESC members to send this form out to interested parties. After receipt and review of the applicants, Chris will notify instructors who have been selected to serve. Brian would like to see representation from each campus. He will bring this request to ESSW group as well for non-faculty users.

## Introducing SPOT (Peter)

Peter reviewed our SDOLP’s SPOT Course (Student Prep & Online Training) our new student one stop information page. SPOT will be available on the student dashboard and every student will have access to the course via Canvas. There will be an email and resource contact available for students. Peter presented an overview of the course as a work-in-progress. SPOT is in beta-development and plans to roll out the resource in Spring 2023. Peter shared the link <https://sdccd.instructure.com/enroll/YDKKM6>. He recognizes the campus efforts and welcomes resources provided by the campuses.

Katie reported that Mesa is developing the ‘Onramp to Online Student Success’ she would like to find out the touchpoint on where the two endeavors connect. Ingrid reported that CCE is focusing on student sidelined by technology and unable to access education online. They are considering sending tutors to campus and pulling out students to show them how to access resources. Her report will be ready in a few weeks. Brian will open SPOT to Online Faculty Mentors for review and comment. Each campus has their own resources available for students and Peter is happy to work with all.

**Announcements**

As of this summer, Unicheck is no longer in use and we are exclusively using TurnItIn anti-plagiarism software throughout the district.

**Upcoming Events:**

* 1. SDCCD Online Summit Oct 14
	2. Open Ed Conference Oct 17-20
	3. DET/CHE Nov 29-Dec 2

**Next Meeting:** *October 3, 2022*

*Respectfully submitted by: Mary Kingsley, SDOLP*