



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
DISTANCE EDUCATION COORDINATION COUNCIL

MINUTES
APRIL 08, 2024 12:30 PM

<p>The distance education coordination council (DECC) has the charge to develop guidelines and recommendations to the colleges regarding distance education issues. This committee shall have the added responsibility of coordinating district support for distance education offered at Valley college and Crafton hills college. All programs offered in the district through distance learning shall be a part of one of the two colleges with the appropriate review and evaluation by the academic senate and the discipline being offered.</p>	
MEMBERS	<p>Cherishea Coats, Kay Weiss, Brandice Mello, Cynthia Hamlett, TL Brink, Andy Chang, Margaret Worsley, Rania Hamdy, Davena Burns-Peters, Stephanie Lewis, Kashaunda Harris, Luke Bixler, Ilaria Henein</p>
MINUTES APPROVAL	<p><i>Approved By: Rania Hamdy</i> <i>Seconded By: TL Brink</i></p>

Crafton Hills Updates

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> DEP met with GIA during the last meeting. Discussed needs and what they can help with. Last meeting had to be cancelled due to conflicts with a majority of the members. POCR Team completed the last norming last week. Now planning for the next one. Hoping to get other 2 courses by the end of the semester. Not sure if they will be badged by that time, but hope that all 3 will be reviewed at least.

Valley College Updates

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> Last DE meeting at the campus looked to the future. Hoping to have last norming of POCR at the end of the month, early May at the latest. Discussed AP4105 since there is additional language that directs the purview of what the expectations are of faculty in terms of preparedness to teach online. It is pointed to the campus DE committees and their respective committees. The language does not include required training prior to

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	<p>teaching online. There is still some work that needs to be done over time, but it looks to be passed with the current language which is a step forward. Looking at COD, they have the most robust 4105, which should be used concerning SBCCD's 4105 since there is more room to be done there.</p> <ul style="list-style-type: none"> • Davena will be the only one attending OTC this year. • The DE Lead positions are open this year at the Valley campus. Davena and Maggie will be applying again. • The strategic plan for DE would be one of the first things to tackle if hired as the leads again. • Discussed putting together a workshop on student voices to supplement the importance of POCR. Working with Rania to create this.

District Distance Education Updates

TOPIC	DISCUSSION
Tools	<ul style="list-style-type: none"> • Zoom Student Connect Removal: Student Connect allows for individual appointments/office hours online in Canvas using Zoom there. It will end completely on June 30th but we are looking to remove it on May 30th. "Appointments" in TechConnect Zoom will take over this aspect so students can sign up for individual appointments with instructors. • Was asked if this can be used across the campuses. However, this is a Canvas-centered program, but there may be other programs that best fit the needs of those outside of Canvas to make appointments.
Best Practices	<ul style="list-style-type: none"> • Canvas course naming convention: Looking at a way to create uniformity and organization within Canvas regarding manually created courses. There is a Canvas Course Naming Conventions document that details how to name course shells, where to locate them, and general rules to help with this. The department will go through each of the subaccounts to make sure everything is created accurately. Discussion about development shells stating that 2 shells per instructor with the possibility of deleting them each year, etc. No absolute decision was made on this rule. SIS IDs were mentioned but the campuses do not have access to this field. When and how to purge is being discussed but nothing has been decided yet. As soon as it is decided, there will be emails and notifications sent out to ensure that everyone is aware of the process and when it will happen. Requested to have a year/six months/month/etc. notification process once the purge/archive occurs. Since Canvas has been in place since 2017, nothing has been purged or archived. Additionally, the notification to all campuses will be discussed with all leads.

Discussion Topics

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	<ul style="list-style-type: none"> • Race and age identifier mockup: There are great concerns regarding this identifier. The identifier is going to be placed in the gradebook in Canvas. Rania mentioned that there have been trainings about equity and implicit

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	<p>biases. However, some students are entering these online courses to have ethnic anonymity. It was stated that students would not know about this. This is not an identifier requested by the district or the district DE departments. It was brought up by CHC's VPI and VPSS.</p> <ul style="list-style-type: none"> • Davena mentioned that this is a discussion that needs to be brought up to campuses and other committee groups. It should not be centered solely on DECC. If a student has an issue with an instructor and finds out this identifier is in Canvas, it can be an extreme concern. Recommendation to put this on pause and go back to the source to have this discussed with all. The issue is that the race is attached to the specific student and in the gradebook. That maybe Canvas is not the platform for this. There should or is other programs for this and that it should be discussed outside of this committee. • Stephanie mentioned that USC can pull data from the courses and send it to the instructors. Asked why we cannot use the same service that USC is using to pull data. Why is this having been placed on Canvas? Also, this is a concern that people will be targeted or that only specific groups will be targeted. Informer can be used for these persistence rates but it is not on the individual or calling out specific students. Crafton may be having these discussions, but Valley has not. The implicit biases are often too explicit. • Davena mentioned the next steps and who should be the ones to notify the Office of Instruction so it does not fall on the chairs of this committee. Rania mentioned them bringing it up to Valley's Office of Instruction. • Andy mentioned that he will bring up these concerns as well.

Next Meeting: May 13, 2024