

# DE Committee Minutes

January 24, 2025 | 9:30 a.m. | Room 2410 + Zoom

## Meeting Minutes



### 1. Call to Order

- a. The meeting began at 9:32 am

### 2. Review and approval of agenda

- a. Barbara moved to approve the agenda; Thao seconded.  
Agenda approved.

### 3. Approval of October minutes

- a. Richard moved to approve the minutes; Barbara seconded.  
Minutes approved.

### 4. Public comments (3 minutes):

- a. Mike Frith attended; no comment

### 5. Action Items

- a. Request for “Student Tutor” role in Canvas (action item)
  - i. Kathleen shared background context: LPC previously had this role; DEC voted to delete this and a number of other under-used roles in Canvas to simplify things in Fall 2024. There is a new request from LPC music instructors Dan Marschak + Julie Homi, who would like LPC tutors to be able to provide asynchronous support on Canvas. Chabot still offers a [student tutor role](#) with restricted settings. It would be critical, if reviving this role, to ensure student tutors have been hired by the college and undergone FERPA training, like student tutors complete during onboarding at LPC’s Tutoring Center.
  - ii. Committee members discussed, voicing support for this request. Richard said other areas beyond the Tutoring Center may have interest in this role as well, so our communication should emphasize the necessity of FERPA training.
  - iii. Richard moved to approve this request; Barbara seconded. The motion passed with all in favor, with the exception of one abstention (Lyndale).
  - iv. Kathleen will begin follow up work.

### 6. Old business

- a. Course Review + DE Trainings
  - i. Kathleen provided an update on LPC trainings:

### LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students’ transfer, degree, and career-technical goals while promoting lifelong learning.

### LPC Planning Priorities

- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

### DE Committee Quorum: 6

#### Members Present (voting):

Kathleen King (TLC, co-chair)  
Barbara Zingg (faculty-at-large, co-chair)  
Bobby August (STEM)  
Lyndale Garner (BSSL)  
Richard Dry (A&H)  
Thanh Thao Nguyen (adjunct faculty)

#### Members present (non-voting):

Angelo Bummer (A&H)  
Stuart McElderry (Dean)

#### Members Absent:

Barbara Chavez/Jeff Lawes (A&R)  
Nan Ho (VP, Academic Services)  
Vacant (PATH)  
Vacant (Library)  
Vacant (Counseling)  
Vacant (ASLPC)

#### Guests:

Mike Frith

1. Online Course Development Program
    - a. 6 instructors going through our 24-25 cohort
  2. Course Review
    - a. No requests yet for this option yet this spring
  3. HyFlex
    - a. Instructors currently eligible for payment after completing course + teaching section in this modality
    - b. 3 new instructors completed in fall, brings us up to 116 completers
    - c. 10 instructors in progress
  4. POCR
    - a. According to Angelo, 2 instructors going through...working with union/admin to update forms, identify any potential future funding
  - ii. Kathleen is currently working on compiling the master list of people who have completed these trainings; has reached out to get access to equivalency requests to pull into spreadsheet
- b. New features and tools in Canvas**
- i. Kathleen shared updates:
    1. Discussion Checkpoints (allowing for multiple due dates) timeline extended...came out of Beta 1/18; institutions who went live right away experienced issues, pausing to allow Canvas time to remediate before a potential summer launch
    2. Canvas continuing to make improvements to migration process from "classic" quizzes to "new" quizzes...reminder we are extending our timeline...will begin to support the bulk migration of Classic to New Quizzes beginning SU25, but no hard end date for stopping Classic Quizzes at this time for instructors who want to continue with Classic Quizzes.
    3. Other product upgrades, like enhanced rubric views and new design templates have also been delayed by Canvas...will update as we learn more.
  - ii. Pope Tech accessibility update and report
    1. Kathleen shared report Wanda pulled 1/23:
      - a. Color contrast errors:
        - i. October – 7,944
        - ii. November – 8,133
        - iii. January – 6,434
      - b. Empty links:
        - i. October – 14,563
        - ii. November – 14,573
        - iii. January – 10,290
      - c. Total errors:
        - i. October – 26,933
        - ii. November – 27,354
        - iii. January – 19,615
      - d. Numbers look like on promising trajectory, and 92.54% of Canvas shows no detectable errors, but will need to see if numbers rise as semester progresses and more content is on Canvas
      - e. Wanda is supporting our Blueprint courses right now, doing amazing work helping with accessibility in courses that a large number of students are in

- f. Committee members discussed how to potentially utilize data about errors by department, balancing moving this critical work forward with other critical initiatives on campus, like the move to a compressed calendar. Ideas include emailing department chairs with data and asking for time in department meetings to provide a quick 20-minute tutorial on Pope Tech, and seeing if Wanda could individually outreach to instructors with the most errors to offer support/training.

## 7. New business

- a. CVC February Cohort: Teaching College
  - i. Kathleen shared the district is preparing to become a teaching college as part of the February cohort. Currently identifying stakeholders at the district and both colleges, including representatives from IT, Counseling, Student Services, and Financial Aid. Will begin weekly meetings in February.
  - ii. Goal is to move from “home college” status to “teaching college” status and more fully integrate our systems and processes with the CVC Exchange, a platform California Community College students can use to seamlessly enroll in quality online courses. Courses that have completed our Peer Online Course Review training and finished aligning to the CVC-OEI Course Design Rubric are badged as high quality courses on the exchange.
- b. DE survey data
  - i. Kathleen shared [Student survey results](#) and [Faculty survey results](#) from the DE survey put on by the State Chancellor’s Office/RP Group in the fall.
  - ii. Committee members discussed the data, looking for parallels and insights that would guide professional development planning. For example, both students and instructors wanted more ways to connect with each other in online courses.
  - iii. Data in these surveys may also be useful to programs/schedulers, includes data about preferences for courses by modality and more. Will share out for further analysis.
- c. TLC Workshop calendar + planning
  - i. Kathleen showed the committee an updated calendar for sharing PD workshops, including those hosted locally and workshops hosted by our partners at Chabot, the CVC, Hypothesis, Pronto, and more. The new calendar uses the same system as our other calendar tools on the web, and can more effectively track registration and participation. Workshop evaluations can be timed to send out after workshops complete. Ongoing feedback about the user experience is welcomed as we test the new interface.
  - ii. Committee members shared ideas for designing spring workshops based on the data discussions prior. Ideas included workshops that help instructors use tools to make learning more interactive and engaging, like Studio video discussions and Hypothesis for social annotation. Workshops on Canvas tools and ways to engage students before classes begin, like a tutorial on sending welcome letters, were also proposed.

## 8. Information items

- a. Kathleen shared:

- i. 48 students attended our Student Online Learning Orientation, hosted by Kathleen + Wanda...great turnout + positive feedback coming in from survey sent out after.
- ii. Canvas Hack-a-thon event and New Adjunct Orientation went well ahead of the spring semester.
- iii. We worked through some technical issues with broken integrations of Pronto/Pope Tech on the first days of the semester...reps very responsive and we got things fixed very quickly. Looking into ways to streamline a large number of sub-accounts that may be slowing data syncs.
- iv. We began a Nectir AI pilot with 6 LPC/5 CC instructors, as part of the larger pilot promoted through the State Chancellor's Office.
- v. Plans to build "Tools for Teaching" Canvas shell still in progress...need more time for the build

**9. Adjournment**

- a. Richard moved to adjourn the meeting at 11:06 am; Lyndale seconded.

**10. Next meeting:** February 28, 9:30-11:30, Room 2410 and Zoom