



DE COMMITTEE MINUTES

September 27, 2024 | 9:30 a.m. | Room 2410 and Zoom

Meeting Minutes

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: 4

Members Present (voting):

Scott Vigallon (TLC, co-chair)
Barbara Zingg (faculty-at-large)
Lyndale Garner (BSSL)
Richard Dry (A&H)

Members present (non-voting):

Angelo Bummer (A&H)
Stuart McElderry (Dean)
Barbara Chavez (A&R)

Members Absent:

Bobby August (STEM)
Thanh Thao Nguyen (adjunct faculty)
Nan Ho (VP, Academic Services)
Vacant (PATH)
Vacant (Library)
Vacant (Counseling)
Vacant (ASLPC)

Guests:

Kathleen King (adjunct faculty)

1. Call to Order

- a. The meeting began at 9:31 a.m.
- b. The committee voted to move agenda item 7b1 to the top.

2. Selection of faculty co-chair

- a. Nominations were once again sought for a faculty co-chair for the 2024-25 and 2025-26 academic years. Barbara Zingg volunteered to nominate herself to continue as co-chair for the current year only. Richard Dry moved to allow Barbara to continue as co-chair, Lyndale seconded, and the motion was approved in a roll-call vote.

3. Review and approval of agenda

- a. Barbara moved to approve the agenda, Richard seconded. Agenda approved in a roll-call vote.

4. Approval of August minutes

- a. Barbara moved to approve both sets of minutes, Lyndale seconded. Minutes approved in a roll-call vote.

5. Public comments (3 minutes)

- a. None

6. Reports (Scott)

- a. At the September 13 district Technology Coordinating Committee, it was reported that the state chancellor's office sent a memo August 30 about implementing a Zoom Recordings Retention Policy that asks colleges (and employees) to move recordings that need to be saved into a long-term storage solution. According to the memo, effective October 1, 2025, all Zoom recordings created before July 31, 2024, will be deleted from user accounts. Deleted recordings will be stored in the Zoom "trash" folder for 30 days, during which they can be retrieved. However, after this grace period, recordings will be permanently removed and inaccessible. The TCC will deal with this issue.
- b. At the same TCC meeting, CTO Bruce Griffin said that when that committee gets a second representative from the academic senates at LPC and Chabot, the Web Accessibility Task Force will be formed. However, he was given three directives: 1) the task force recommendations have to be cost-neutral; 2) the recommendations have to be FTE-neutral; and 3) the task force has to report to the TCC.

7. Old business

a. Course review

- 1) Course review: The three instructors up for course review this semester were contacted via email August 26 to let them know their options. They were also told that if they chose to complete the OCDP, it has to be done by December 8. This gives the reviewer time to conduct the review (with or without the instructor) before the end of the semester. One instructor said he would do the OCDP, and neither of the other two have responded to the email. Both were assigned a reviewer.

b. DE leadership transition

- 1) Stuart McElderry announced that adjunct English instructor Kathleen King has accepted the position as the college's new Instructional Technology Coordinator. The appointment is expected to be approved by the board on October 15. "Kat" will begin October 23. Scott's final day is October 31.
 - i. Kat introduced herself to the committee.
- 2) The DE Committee Reunion & Celebration is on for October 25. Former members of the committee were invited, and several will attend. They were told that the festivities begin at 10:30. Scott messed up on the time, which was supposed to be 10 a.m., with our abbreviated meeting starting at 9:30. The committee was asked if our meeting should be at 9:30 or if it could be changed to 10 a.m. or if it wants to meet for an hour. It will remain at 9:30.
- 3) LPC had an opening for the Second Consortium Rep to the CVC-OEI Consortium, and Angelo stepped up to fill it. The Instructional Technology Coordinator has always been the OEI lead rep. The second rep can participate in the consortium meetings, which take place on Zoom four times a year or can represent LPC when the OEI lead is not available. Vicky Austin was the second rep for several years until she retired two years ago. The college did not have a second rep last year.

c. Goals for 2024-25

- 1) The committee reviewed the 2024-25 goals it adopted last month and discussed how to meet them.
 - i. Successfully carry on the business of the committee during the DE leadership transition
 - ii. Reestablish the POCR program

- iii. Monitor web accessibility via the Pope Tech Dashboard
 - iv. Continue to coordinate the transition to New Quizzes
 - v. Decide which AI tools to be integrated into Canvas
 - vi. Establish a best practices or suggestions page for identifying and responding to AI usage.
 - vii. Conduct course reviews.
- 2) For goal #3, Wanda will submit a report each month that gives the status of web accessibility. That report will be based on LPC results from the Pope Tech Dashboard for the current semester's courses. A report was shown.
 - 3) For goal #5, AI-Powered Translations is supposed to be available this month (maybe already is). With this tool, Inbox messages and discussions can be translated into over 100 languages. Also, Khanmigo for Teachers is supposed to be available in October. It reportedly includes over 20 AI-powered teacher tools to help plan lessons, generate questions, draft newsletters, and write letters of recommendations. Our Canvas rep said the tool seems to be geared more for K-12. Apparently, for students to use the tool, there is a cost for them.
- d. POCR
- 1) On August 29, Angelo emailed faculty about the POCR program and solicited participants. He said close to 10 faculty responded, with 6 wanting their courses to be reviewed and the rest just wanting more info.
 - 2) According to the CVC's executive director's report for September, "CVC@ONE is offering multiple sections of its peer reviewer training this fall and is also developing a plug and play" POCR model, a collaborative initiative allowing CCC faculty to create high quality online courses designed to be easily adoptable by other faculty across the CCC system. Work on the project is just beginning and is expected to fully launch in summer 2025."
 - 3) On September 3, Scott emailed Heike because Barbara Zingg was completing the FA's CVC-OEI course alignment application since she wants a course POCR-reviewed. He let Heike know that although there is no more financial incentives for faculty going through the POCR program (there is for the POCR lead and second peer reviewer), the language in the

contract and on the application still mention payment. He asked if either the application and contract language, or both, could be modified to reveal the current status of non-payment, and if not, should the current application still be used? Heike replied that she will look into the matter.

8. New business

a. New features and tools in Canvas

- 1) On September 25, emails about [Wizard](#), a new Chrome extension that uses AI to give students answers to Canvas Classic Quizzes, began circulating on statewide listservs. TLC staff tested Wizard and found that it works remarkably well. In an effort to combat the tool, Webmaster Tim Druley created CSS code that hides the AI-generating button in quiz questions, and the code was then applied to our production system. Keep in mind, though, that this might end up being a cat-and-mouse game with Wizard's developer. Canvas has been informed about Wizard and has sent a cease-and-desist order to the vendor.
- 2) On September 3, Canvas announced that its long-awaited Checkpoints feature, which will allow different due dates and point values for posts and replies in Discussions, is supposed to be available in November. Historically, we have tried not to introduce new features and tools in the middle of the semester, so the earliest we would implement Checkpoints is the beginning of the spring 2025 semester. The committee was shown a [sneak-peek video of Checkpoints](#). [Here's more information on the feature](#).
- 3) Canvas has released a new feature called Enhance Password Options to enable Canvas admins to customize authentication provider password options. Instead of allowing users the ability to create whatever passwords they want, this option allows for the enforcement and customizations of the following:
 - i. Increase the minimum character length for new passwords
 - ii. Require a number character in the password
 - iii. Require a symbol character in the password
 - iv. Add additional custom forbidden words/terms

- v. Customize the maximum number of failed login attempts allowed in a row before temporarily suspending a user's login.

Canvas admits to limitations of this new feature and says that it will be making enhancements over the upcoming year. The committee was asked if this is an issue to broach at the next district Technology Coordinating Committee meeting since it involves security, both colleges, and District ITS. It said yes, so Scott will contact ITS. [More info.](#)

- 4) On September 23, District ITS, along with Scott and his counterpart at Chabot, participated in an introductory meeting with a vendor called Apogee to discuss and see how its Apogee College Data Adapter synchronizes data between Banner and Canvas. The adapter syncs data, such as students and faculty, subaccounts, terms, courses and sections, cross-listed courses, enrollments, and grades...all in real time. The main benefit for students is that when they add a class, they would no longer have to wait several hours before Banner put them into that Canvas course. The reverse is true in that when students drop, those drops will be reflected in People and the Gradebook immediately. The adapter also works with the CVC Exchange when LPC and Chabot become Teaching Colleges. Currently, 5 CCC districts and 9 colleges are using this tool, though one is in the process of rolling it out. Info from the meeting will be taken back to District ITS leadership for discussion before any possible next steps are taken, including perhaps discussing the tool at the district TCC.

b. Summer 2024 DE rates

- 1) In summer 2024, the success rate of 77% was two percentage points off the highest ever for a summer term (79%), set in summer 2019. The retention rate of 87% was also two points lower than the all-time summer high of 89%, set in Summer 2018.
- 2) Here are the summer 2024 success rates by modality: synchronous 85%, hybrid 83%, asynchronous 77%, HyFlex 72%, and combination synchronous-asynchronous 68%. Synchronous courses had the

highest retention rate at 98%, followed by hybrid at 90%, asynchronous (87%), HyFlex at 84%, and combination synchronous-asynchronous at 79%.

- 3) When asked what the committee could do, if anything, to improve upon the summer rates, Richard suggested that we obtain rates for fast-track classes to see how they compare to summer (and also to fall and spring). Institutional Research will be contacted for that data.

9. Information items

- a. The comment period on the proposed federal regulations governing DE ended August 23, and most of those comments were critical of the Department of Education's proposed language, according to an article in Insider Higher Ed. The article stated that institutions across the country feel that the proposed language stems "from an antiquated mindset about new modalities—and place a time burden on professors and a financial burden on institutions." Mainly, they were critical of the proposed attendance policy for asynchronous online classes. As a reminder, if the language is released by November 1, 2024, it will go into effect on July 1, 2025. Attendance in DE courses typically means documenting the last instance of academic engagement for each student. For students who withdraw, their withdrawal date must be documented within 14 days of students' last date of attendance., etc. This would go into effect July 1, 2026.
 - 1) There's also a change that would, for colleges using clock hour financial aid, disallow asynchronous DE courses for students receiving federal financial aid. It does not appear that this applies to LPC.
- b. Recommendations for the new definitions of DE modalities at the state level have gone from the Distance Education and Educational Technology Advisory Committee (DEETAC) to the state chancellor's office. The legal team at the chancellor's office will seek alignment with any pending federal regulation changes with the goal of proposing the definitions of the Consultation Council late this semester.
- c. In January 2025, the ACCJC will incorporate its new Quality Continuum Rubric for Distance Education, which was presented to this committee last month, into its Accreditation Handbook. Reviewers will begin using the rubric in the spring. Also in the spring, the ACCJC will hold trainings on the rubric, along with the new assessment tool, for colleges and review teams.

- d. On September 10, the state chancellor's office announced the formation of the Digital Center for Innovation, Transformation and Equity to "serve as an incubator and proving ground for bringing generative artificial intelligence and digital technology advances into the nation's largest system of higher education." According to the press release, "the Digital Center will be at the forefront not only in research and testing, but also in preventing an AI digital divide and ensuring timely and equitable access to technological innovations for all 2 million California community college students." It will operate under the direction of the CCC Chancellor's Office in partnership with the Foothill-De Anza Community College District. [More information can be found on the Center's web site.](#)
- e. CVC @ONE is starting an AI Community of Practice in October, and part of the program is creating training for trainers who will be working with faculty on AI matters. The faculty training is supposed to begin in the spring.
- f. The 2023-24 DE board report was approved September 10 and has been posted to the Online Learning site.
- g. A Flex Day proposal for a morning and an afternoon session titled Canvas New Quizzes was submitted September 10. Scott and Wanda Butterly are listed as leading the two, two-hour sessions.
- h. On September 12, Turnitin released its AI writing detection capabilities in Spanish. The Spanish detection runs alongside the English detector, and based on the language of the paper the student submits, the appropriate model will process the submission and provide a report. If a paper in an unsupported language is submitted, Turnitin's model will not process the paper for AI writing detection.

10. Adjournment

- a. The meeting was adjourned at 11:22 a.m.

11. Next meeting

- a. October 25, 9:30-10 or 10:15 am, Room 2410 and Zoom