

# Distance Education Committee Minutes

**Oct. 6, 2021**

In attendance:

Chair: Erin Hiro (20-23) X

Members:

Faculty, PFF (20-22): Russell Backman X

Faculty, at large (20-22): Amy Caterina X

Faculty, at large (20-22): Kelly Falcone X

Faculty, AMBA (21-23) Melinda Finn X

Faculty, MSE (20-22): Open

Faculty, Library (20-22): Linda Morrow X

Faculty, at large (20-22): Seth San Juan X

Faculty, CTE (20-22) Jacob Shiba X

Faculty, Part-Time (21-23): Tanessa Sanchez X

Faculty, L&L (21-23) Tina-Marie Parker X

Faculty, DRC (20-22): Crystal Velasco

Faculty, SBS (19-21): Barbara Hammons X

Faculty, Student Services (20-22): Open

Vistor: John Harland (minutes) X

Visitor: David Gray (ATRC) X

1. Call to order at 2:31 pm
2. Approval of minutes
  - a. Barbara: motion to approve. Approval unanimous except two abstentions.
3. Public Comment None
4. Announcements:
  - b. Erin:presented Canvas and Zoom stats from ATRC

## 5. Information

- c. Discussion Board updates: "Canvas Discussions Redesign" in 3PD now. 11 AM and 4:30 PM on October 4<sup>th</sup>, and 11 AM on November 3<sup>rd</sup>. All three online.
- d. HyFlex Training update
  - i. Erin presented video by Tanessa
  - ii. Erin reported that various problems are being solved this semester but should be ironed out by next semester
- e. POCR Update
  - iii. Linda: we need volunteers to review website
  - iv. Erin: reach out to Chris Norcross for WordPress support
- f. Other

## 6. Action

- g. Canvas Access - April Cunningham
  - v. Erin: we have ability to add observer, but not a role that would fulfill librarian needs.
  - vi. April: some colleges use TA role or have other mechanisms. We would like the ability to have librarians added to Canvas shells. Librarians would like to be able to add content into Canvas course, participate in discussions, and provide grading comments and perhaps occasionally scores.. Currently we can prepare modules for faculty to add, But there are limitations, since faculty don't necessarily have the expertise to implement this material and give students proper feedback. Currently there are no good options for implementing this.
  - vii. Erin: can access be limited only to faculty?
  - viii. David: no--there is no technical limitations that would enforce this.
  - ix. Russell: could a TA-type mechanism work?
  - x. David: TA wouldn't be able to do what April requested. Co-teacher is perhaps the only role that would work. Perhaps faculty can request co-teacher roles through ADA so that department chairs could review first.
  - xi. April: in other colleges, there is no need to involve dept chairs. Instructors themselves have freedom to add other faculty to the course.
  - xii. Kelly: trying to prevent faculty from adding other faculty to courses is not done in face-to-face courses, so why is this restriction in place for online courses?
  - xiii. David: Canvas can be set up to allow for this freedom, but administration has had issues with this in the past, for example with TAs. This freedom can be restored, but we should have some sort

of official agreement that the College explicitly allows expanded access.

- xiv. Kelly: perhaps we should create a custom role for Librarians
- xv. David: the system is not particularly fine-grained. It's difficult or impossible to find settings for roles that would satisfy all of April's requests.
- xvi. Kelly: We definitely need a secondary role for support services like tutoring and library.
- xvii. Russell: limit grade access for secondary role to satisfy FERPA requirements
- xviii. David: it is possible (for example, course designer) for a role to allow for course content editing capability but no grade access. We should go through in detail the list of desired features and determine how to best adapt a role to April's requests.
- xix. Kelly: April and David should work together to find a solution that would work in Canvas
- xx. April: I will work with David and anyone else who has a stake in this discussion. I will generate a meeting invitation.

#### h. Proctoring

- xxi. Erin: online proctoring concerns were brought up by ASG last semester. Senate has requested a policy that can be discussed next Monday. Erin presented proctoring slides, with stats on online sections and results of recent proctoring survey. 24% percent of respondents indicated that they need online proctoring services. Proctorio would be expensive to upgrade to include live proctoring. Honorlock is a potential replacement--also expensive for live proctoring. Measure Learning is another alternative, though this has scheduling difficulties and cost is high. Cell phones do not work for these proctoring systems. Zoom proctoring by Palomar faculty/staff and the Library Star Center are also alternatives, though on-ground proctoring services are not possible for purely online sections. Possible alternatives for reducing need for Proctoring involve redesigning assessments/pedagogy. ATRC advocates for changing pedagogy as much as possible rather than using third-party proctoring services.
- xxii. David: it is not possible to know the number of instructors using Proctorio.
- xxiii. Kelly: perhaps we can use student utilization data to estimate the percentage of sections that use Proctorio.
- xxiv. Tansessa: using videos to record oral answers is a very effective way to assess and reinforce high-level course content.
- xxv. Erin: grading video submissions is very time consuming, though an effective method of assessment.

- xxvi. Tina: third-party online proctoring services are not good alternatives. Option 3 or in-person proctoring are preferred
- xxvii. David: Regarding Proctorio, only aggregate numbers since the inception date are available. Since the beginning of our use of the product, only 8163 test takers used Proctorio across 528 courses. These numbers are consistent with low turnout for Proctorio training sessions.
- xxviii. Erin: should we eliminate proctorio? Motion: Barbara
- xxix. Kelly: we should expand this motion to eliminate online surveillance systems in general, but we should take into account the limited number of faculty are currently using Proctorio. In the end, it is preferred to use in-house Palomar services. Some faculty strongly believe that online proctoring is necessary to enforce integrity. Perhaps MiraCosta's approach could be a model for our online proctoring
- xxx. Erin: I will find out what MCC is doing regarding online proctoring
- xxxi. Kelly: perhaps we can use CARES funding to pay faculty/staff to do online proctoring.
- xxxii. Motion to eliminate third-party online proctoring systems, promote alternatives and Palomar-based solutions (Barbara). Vote: unanimous Yes.
- i. Terb documents
- xxxiii. Erin: We have a request from the TERB committee to make suggestions on the online course observation form so that it will work for hybrid/hyflex sections. Erin presented suggested edits.
- xxxiv. Kelly reviewed how the current online observation form came about. For hybrid courses do both online and synchronous class observations need to be done? The current form doesn't clarify this.
- xxxv. Barbara: different forms for different modalities is probably too much.
- j. Recording deletion recommendations
- xxxvi. Erin: we are at over-capacity on our Zoom recordings. ATRC would like one semester limitation. Erin suggests one semester plus one month.
- xxxvii. David: keeping recordings around longer is good for incompletes
- xxxviii. John: no deletions while faculty are off contract
- xxxix. Jacob: perhaps we can implement weekly reminders and links to download Zoom videos so that faculty can keep up with this task in real time.
- xl. Kelly: we should send out reminders at end of semester. Training and habits are key.

xli. Erin: We should suggest that deletions be done after the beginning of the next semester (perhaps two weeks) so that faculty are not surprised by deletions while they are off contract.

k. MathType

xlii. Erin: enough faculty are using this to justify the \$800 expense

xliii. Motion to approve MathType expense: Jacob. In favor: unanimous

l. Goals --not covered

7. Adjournment at 4:02 PM