

# Online Learning Advisory Council

## Meeting Agenda & Minutes

March 3, 2021

### Motions & action items highlighted

#### 1. Approval of February minutes

Approved, no discussion

#### 2. Canvas Updates – Ed

##### a. Role Granularity

Roles are: guest lecturer, interpreter, substitute teacher, guest lecturer, observer

This month we'll be able to add members in these roles. This is what OLAC voted on in Fall & it's now happening.

Question: Do we need approval to add people to these roles?

A: No approval necessary, teachers can add. Teachers can't add students though, which is potential violation of FERPA & creates admin problems (students added to Canvas w/o enrolling)

Ed: this will be available on March 20<sup>th</sup>. Should we turn it on at that date, or wait?

Question: Will there be an announcement of the change?

A: We've made an announcement but can send out a reminder.

Question: What's the level of access for each role

A: [Ed displays table showing this]

Barry: Are we okay with this going live ASAP?

Yes – no objections

Ed: In March, new capability: Webcam submissions. "Use webcam" button in Assignments when you go to submit. Part of larger re-design of Assignments.

Q: just photos, or video?

A: Just photo. Might be used as a “show your work” feature, say for math problems or reading notes.

Q: Will there be support when quiz capabilities are made available?

Ed: We’ll offer support sessions & webinars.

### 3. Digital Proctoring Task Force Update

Ed: We’ve seen presentations from different companies. Respondus has 65% of market share. Some of these have relationships with publishers. We’re collecting information & getting ready to make a recommendation to the college.

Comment: There are concerns from students about security & invasiveness with these types of software.

Comment: We should avoid long term commitments to these products.

### 4. NEW ITEM: Course Definitions subcommittee update

Hugh (task force chair): Please ask your admins about student perceptions of course defs.

Comment: I’ve heard there’s student confusion around course definitions, partly because terminology like “online hybrid” is unique to JCCC, creating burden on dept. chairs who must field Qs and clarify. Course definitions should happen from, or at least strongly consider, perspective of students.

Hugh: I met w/ Student Senate this week to discuss these things. None of them knew the definitions document existed.

Q: There’s a concern that administrators are exerting control over this process. Is that the case?

Hugh: No.

### 5. Learning Mastery Gradebook as default gradebook

Clarification: It’s available already, question is should we make it default.

Q: What does “default” mean? That it’s automatically the version you see?

Ed: Current default is that LMGB is off & you must turn it on if you want to use it. New default would make it available as a view in the Gradebook tool in all classes, but you still have to manually select this view to see it. (Ed is mostly sure about this but will check with Sheri Barrett.)

Q: Why would we turn on the Learning Mastery view for students?

A: We can ask if that piece is necessary.

Q: What's the purpose from the perspective of the assessment office?

A: It would confirm data specifically tied to outcomes. It would also make things easier for collecting data in terms of department/program outcomes.

Ed: I can check if it will indeed be a true "default" view, or if it would just become an option we can choose to turn on.

Q: Is the issue that this tool just isn't being used?

A: I'm getting more and more requests to add outcomes to courses, so it's being used but it does seem people want to use it more.

Ed will go to Sheri Barrett with the group's questions and bring them back to us; he also offers to answer Qs individually if anyone has more.

## 6. Canvas Basic Course Quality

Vince Miller: Existing report on course quality isn't very usable or effective. We could massage the format, but that doesn't seem like a deep enough change. Instructure has been unable to provide a more accurate report.

Barry: There's been concern that chairs/deans looking at courses could violate FERPA, but this isn't the case.

Comment: If it's a procedure we decide to put in place, it needs to be flexible so departments can use it to meet their needs.

Comment: We need to be careful that this isn't evaluative, because eval processes need to be negotiated.

[Ed shares doc, "Canvas course shell quality guidelines"]

Q: When do these audits take place? Faculty is not under contract much before start date, and they tweak courses up to last minute.

Vince M: Faculty under contract in PDD week. We're open to faculty input on timing. And departments have the best sense of when this would best happen.

Comment: This appears to have grown to be evaluative.

Vince M: We're looking for your input on the whole process. We're looking to do a basic quality check for a minimum number of things in Canvas shell for students.

Comment: This can be something offered in the spirit of help and support, rather than evaluation.

Comment: Regarding timing: Many teachers aren't done till the day before class starts. To make this work, you may have to set a deadline for when faculty must have Canvas shells complete, which probably won't go over well. What happens after dean/chair says something doesn't meet standards?

Comment: This seems to have started out as a quantitative report but is now qualitative. The problem is that these evaluative matters should be determined by faculty as a whole. This appears to be over the line of what authority administrators actually have.

Q: Can we invite FA officers to contribute to this conversation?

A: Brett Cooper is here and can contribute to the convo in the future

## 7. New Item: Our bylaws say we meet first Wednesdays at 1:00.

Vin Clark: This seems too constrictive, other committees don't specify day/time in bylaws. I suggest taking those bylaws out.

Q: Would you recommend replacement language?

Vin: Committee meets at least once a month?

Q: Would you draft this language?

Vin: Yes.

Ed: One purpose for existing language may have to do with finding a room for in-person meetings.

Comment: Current by-laws are useful for new members looking ahead at their teaching schedules.

Response: There are many ways to set the schedule as early as possible w/o having it in the bylaws.

**Meeting adjourned**

**Present**

Ed Lovitt

Jeff Kosko

Barry Bailey (chair)

Dan Cryer (minutes)

Samira Hussein

Vin Clark

Kevin Cannell

Aaron Gibbs

Akram Al-Rawi

Rebecca Anderson

Mary Ann Dickerson

Farrell Hoy Jenab

Leslie Quinn

Vince Miller

Brett Cooper

Shannon Ford

Star Triscornia

Susan Brown

Holly Dressler

Judith Guzzy