ONLINE LEARNING ADVISORY COMMITTEE
Minutes
March 1, 2024

Present: Ed Lovitt, Jessica Tipton, George Ferguson, Dave Lingerfelt, Emily Plotkin, Ted Rollins, Hugh Clark, Darlene Hatcher, Faith Jacobsen, Vincent Miller, Debbie Rulo, Farrell Jenab, Holly Dressler, Jim Brown, Marcelle Cooper, Jeff Kosko, Susan Brown, Christina Wolff, Lisa Cole Damon Feuerborn, Christopher Valle

1. Approval of February Minutes

2. Canvas Updates-Ed
    a. Speed Grader-Ed has received some inquires about this. He and his staff are still working on it.
    b. Attendance Tool still not ready.
    c. In general, when there is an issue and you fill out a ticket, give as much detail as you can. State where you are on campus, the time of day, what sort of device you are using. Tickets are being sent and it is important to make sure that faculty and students give as much detail as possible. The time of day can affect the way it works for example. (Uptime/downtime). Things do look very different on mobile devices, and it is recommended that students not use a phone but a good device such as a computer.
    d. Digital Proctoring-Ed sent out an invitation to have people come and see if they like it more than the Respondus. This is a free trial. Ed's group has given positive feedback, but for now, they cannot have students use this. Ed has asked for a subgroup for production so they can test the product and see how it behaves with students. You can still go into the test, and use this, but there are limitations. He is going to ask groups like OLAC to hear if people want to use other digital proctoring tools so they can explore other options. Question: when could we implement this since we have a contract with Yuju? Ed is asking procurement what we can do soon. Ed said if people want a change, and we can, they will have to go through a formal asking via procurement. Ed said that the new product prefers Chrome, it does not like Firefox and allows for multiple ways to permit proctoring. Right now, it only works on computer. You can go to the recording from the live setting to see what students were using. If we are using Chrome on a Mac, Chrome Book, or PC you can use the digital proctoring.
    e. Learning Outcomes-Automotive group said they have licensing competencies and asked if they could put Learning outcomes in the background for Canvas and then track if these competencies have been met. You can build Rubics and attach them to assignments for example. After talking to Michael Brooks, Ed is trying to find outcome functionality. Ed wants to share more with the group to see what

happens after working with the Automotive faculty to see if they like what they are doing with the Learning outcomes.

3. Division Representation and communication-Damon wants to make sure that everyone on campus is reporting back to their divisions. There was a discussion about this in ABC. Ed said once the minutes are approved, he will make sure that they are uploaded into Infohub so any employee can find the minutes from our OLAC meetings. (Forward the minutes or use your version of the minutes as a representative to your faculty please.)

4. Quality Online Course Review Process- Update-IDC received the guidelines from OLAC. FA and ABC also have the documents. There was a conversation about what is the process going forward for quality online course review. We want to make sure that we get all the feedback at once, so we can make any adjustments at one time. Vince discussed the proposal at the February meeting. Many people have been processing and questioning the document so IDC will look at this again in March. Some gave positive feedback. Some questioned how we identify courses; how we look at all courses within a timeframe. We have over 1,000 sections so we would need to look at 200 per year. For example, if someone offers the same class, both classes may not need to be looked at, and if adjuncts use a template, perhaps their classes do not need to be looked at. People are discussing how they decide which classes will be looked at each semester. Damon asked if it would be necessary to come to IDC in the future. Vince said he will ask if Damon can be added to the agenda. We have a lot of different online deliveries. Some classes interactions will be face to face and it would not be a priority to look at a class that has face to face interaction. This may help decide which classes will be looked at. Question from Hugh's division about RSI and which classes would be picked. Darlene talked about feedback from her group. One concern is about course contact versus the setup is in an online course. Another question is who will be evaluating courses? Each division may have specific attributes that differ from other divisions. How do we train the people who will evaluate courses? The division may like more feedback as to who will do the evaluations. Ed commented that the document talked about engagement from professors with students. The broad category for RSI is about engagement and to make sure someone does not offer what we used to call a correspondence class. Ed talked about the quality matters that uses a group of 3 to evaluate courses. One person is an expert in the field, another person might be outside of the field to look at the course to give a different perspective. Vince asked if there will be an FAQs page as we answer questions about the RSI process so everyone can see the updates/answers to questions. Ed suggested that maybe these FAQs could be stored in one place like Infohub so people can access these FAQs and see updates once they are answered.

5. Elections-early notification. We looked at the document that shows in Infohub who has served. There are some members that will be cycling off after year 3. We need to make sure that we have the person ready for the fall to serve for OLAC. At our next meeting we need to know who will serve. https://infohub.jccc.edu/toolbox-articles/olac/