

CoDE Agenda

Tuesday, February 26, 2019
12:20-1:30pm
SV105 (FIC Conference Room)

I. Call to Order

II. Comments from the audience on agenda items only

III. Approval of Minutes – October 23, 2018 (attached)

- November 27, 2018 CoDE was cancelled due to Senate Holiday Party. DE Addenda approved by email vote due to 11/27/18 CoDE Meeting Cancellation – ADST 105 (approved by CoDE 11/27/18)

IV. Coordinator's Report

- Next @ONE DE Certification: April 22 and July 22 - Advertise!
 - 2018 – 110 to 225 DE Certified Faculty (more than doubled)!
 - Just added 21 more DE Certified Faculty Members ☺
 - Please encourage your colleagues to take the Free Self-Paced “Intro to Teaching with Canvas” course before IOTL!
 - <https://catalog.onlinenetworkofeducators.org/courses/intro2canvas-sp2>
- New GADER Deadline – March 15, 2019!
 - New GADER Policy/Workshops: <https://glendale.edu/gader>
- “GCC Canvas Sample Course Shell” – Now on Canvas Commons!
 - New DE Website Icon under DE Faculty Center
 - <https://tinyurl.com/DE-Fac-Center>
 - Go to Commons and search “GCC Canvas Sample Course Shell” – for GCC only (not public).
 - Or, email Connie (clantz@glendale.edu) and she can create a GCC Canvas Sample Course Shell for you!
- Standardized Ticket Notes – In Effect: Winter 2018.
 - <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/distance-education-standardized-ticket-notes>
- September 20, 2018 1:40-3:10 p.m., SV 222
****MSC** 19 Yea/0 Nay/0 Abstain Motion 2018-34: The Senate approves CoDE's policy that the due date for the mandatory check-in assignment for Distance Education classes during short sessions be the first Thursday of the first week of the short session (approved by Senate – 9/20/18; approved by Academic Affairs – 10/17/18). In effect: Summer 2019.**

- November 15, 2018 1:40-3:10 p.m., SV 222
****MSC**** Motion 2018-57: The Senate approves the Committee on Distance Education's motion that the Distance Education Coordinator may import any California Virtual Campus/Online Education Initiative (CVC-OEI)-approved Learning Tools Interoperability (LTI) to Canvas for instructors' optional use (approved by Senate – 11/15/18).
- New Canvas Tools Now Available!
 - Tool Workshops: <https://glendale.edu/gader>
 - Name Coach – Name pronunciation/gender preference tool
 - NoteBowl – “*Bulletin*” Group discussion tool
 - NetTutor – “*Free Online Tutoring*” tool
 - Virtual Whiteboard – Used for office hours/synchronous learning!
- Proctorio – Canvas Tool for Proctoring Online Exams
 - Short Video: <https://www.youtube.com/watch?v=oEH55lv73Is>
 - Proctorio Guidebook: http://cvc.edu/wp-content/uploads/2016/08/ProctorioGuidebook_Final.pdf
 - Review and take back to your Division for feedback!
- Other plugins for accessibility and/or content areas?
 - Please Survey Your Division – Bring List to CoDE!
- What are we doing in Spring 2019 in DE?
 - Email de@glendale.edu with your recommendations!

V. Guided Pathways Update from Rachel Ridgway

VI. DE Faculty Development Coordinator Update: Julie Gamberg

VII. OEI Steering Committee Update from Eric Hanson

VIII. Call for additional items (for future agendas)

IX. Approval of Agenda

X. High Priority Items

- Approval of DE Addenda Reviews – None

XI. Old Business

- Presentation of [Release Time/Stipend for Design Academy](#), OEI Rubric Alignment and Running your Approved Course in the OEI:
 - <http://cvc.edu/>
 - <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/release-time-for-design-academy-guidlines>

XII. New Business

- Updated DE Handbook: 2019-2020
 - Review and take to Divisions for comments/ideas
 - Bring comments/ideas back for discussion on March 26th!
 - Distance Education Handbook: 2019-2020
 - Webpage: <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-policies-procedures>
 - Look for **“DE Handbook: 2019-2020” (Under CoDE Review)**
- Updated [DE Addendum Form](#) through Google Docs: <https://tinyurl.com/de-addendum> OR <https://tinyurl.com/de-addendum-simplified>
 - What is our objective the DE Addendum Form?
 - See Title 5 Language for “Separate Course Approval”
 - Creation of Sample Assignments/MOI List for DE Addendum
 - Is this necessary with Updated DE Addendum Form?
 - See copies of DE Addenda attached for Review

X. Adjournment

Spring 2019 CoDE Meetings: February 26, March 26, April 23 and May 28

Contact Information of GCC DE Team:

- DE Coordinator: Alexa Schumacher: SV112, de@glendale.edu
- DE Faculty Development Coordinator: Julie Gamberg - SV112, jgamberg@glendale.edu
- Instructional Tech Support Specialist: Connie Lantz - SV107, clantz@glendale.edu

CoDE Minutes

Tuesday, October 23, 2019
SV105 (FIC Conference Room)

Members Present: Alexa Schumacher (Chair), Rachel Ridgeway (PSD), Sevada Isayan (BUSD), Robin Fishman (SSD), Amy Oliver (VPAD), Adina Lerner (LIBD), Barbara Erfurt (KIND), Melissa Basalla (CESL) – Brian McDonald (Proxy), Piper Rooney (ENGD), Caryn Panec (NCBUSD), Sandra Romero (MATH), Barbara Assadi (NCESL), Mike Eberts (LAD), Jonathan Holt (BIOD).

Members Not Present: Dave Martin (TAD), Molly Mercer (STSD)

Resources: Julie Gamberg (DEFDC), Eric Hanson (Dean), Connie Lantz (ITSS), and Ken Taira (BUSD), Johanna Quintanilla (STSD – Counseling)

- I. **Call to order at 12:26pm**
- II. **Comments from the committee on agenda items only (2 minutes per speaker)**
– Add discussion/motion on OEI Approved LTIs to be implemented as the discretion of the DE Coordinator; discussion on Accessibility Plugins/Apps/LTIs; Creation of Sample Assignments/MOI List for DE Addendum.
- III. **Approval of Minutes (MTA Rooney/Isayan) – Approved**
- IV. **Coordinator’s Report**
Next @ONE DE Certification: Jan 14 and April 22 - Advertise!
 - 15 More IOTL Graduates = 215 DE Certified Faculty!
 - Encourage your colleagues to take the Free Self-Paced “Intro to Teaching with Canvas” course before IOTL!
 - <https://catalog.onlinenetworkofeducators.org/courses/intro2canvas-sp2>

New GADER Deadline – March 15, 2019!

 - New GADER Policy/Workshops: <https://glendale.edu/gader>

Fact Sheet for Newly DE Certified Faculty – Handout

 - <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/mandatory-de-course-requirements>

“GCC Canvas Sample Course Shell” – Now on Canvas Commons!

 - Go to Commons and search “GCC Canvas Sample Course Shell” – for GCC only (not public).

OEI/GADER Subcommittee Update:

- CanInnovate! GCC GADER will host live sessions of CanInnovate in the Faculty Innovation Center (SV 105) from 10 AM - 5 PM on Friday, October 26, 2018 for ANY faculty who would like to attend (you do not have to be DE certified to attend)! Snacks, camaraderie, Chromebook use, and **Flex + GADER** available for each full workshop attended!
- November 27th CoDE meeting to be cancelled due to the Senate Holiday Party taking place on the same day/time.

V. Guided Pathways Update from Rachel Ridgway

- Presented 10 complete or near complete online/hybrid degrees to create DE Guided Pathways.
- Richard Cortes requested that we have a master list of DE classes organized by discipline to share with co-leads who will produce the first draft meta-major maps. They are targeting to meet in Win 18 to discuss these drafts before floating them by Divisions. – Emailed to Cortes on 11/22/18.
- Nov. 8th EAB-Navigate will be on campus to demo both the student-facing and counselor-facing interface. The issue was raised of how this will integrate with People Soft (and I asked about Cranium Cafe) - a meeting is planned to discuss these very issues sometime in November.
- Tom Voden says the pilot of Program Mapper web interface in might be available in Spring 2019.
- Need fully online Math – Statistics and Calculus.
- Question: Do we want DE Hybrid and Online Guided Pathways or just Online?

VI. OEI Steering Committee Update from Eric Hanson

1. OEI update.

- Finish Faster update (there are 9,118 fully online courses this Fall).
- Most popular subject areas for further growth are in Math, Humanities, and Oral Communication. Statistics and Calculus are the most sought after online courses.
- No longer using the term “Late Start” for classes, but “Classes when you want them”
- See cvc.edu, there was a 124% increase in users of the new site in two weeks.
- New branding for CVC – OEI and @ONE coming in January
- Andrea Hanstein says she spoke with all PIOs
- Only completely online ADTs will be included in the CVC, no hybrid or AA/AS degrees.
- Jay Field is IT/Tech contact: jfield@cvc.edu

- Statewide Senate proposal on the OEI Rubric, updated:
<https://onlinenetworkofeducators.org/course-design-academy/online-course-rubric/>

2. Tools update.

- Name Coach – Now available
- NoteBowl webinar is being planned, enhanced community building tool
- Badger not supported by OEI but is by Canvas and can be used – already in Canvas at GCC

3. Possible Idea for Course Review

- 5 year plan to create local POCRs
- Strategy needed for putting courses through Course Review, suggested to use cohorts that last 8-10 weeks, they get free Instructional Design support and have weekly meetings they must attend. New cohorts will start every 6-8 weeks.

4. Science online

- -keep SLOs from stating “hands-on”
- -Geology offered at several campuses (MiraCosta) – Box of Rocks, lab kits

VII. Approval of Agenda (MTA Isayan/Rooney) – Approved Unanimously

VIII. High Priority Items

- Approval of DE Addenda Reviews
 - LING 101 (CESLD)
 - ENGL 111 (ENGD)
 - PE 101 (KIND)
 - PE 102 (KIND)
- **(MTA Isayan/Rooney) – Approved Unanimously**

IX. Old Business – None

X. New Business

- Presentation of Design Academy, OEI Rubric Alignment and Running your OEI Approved Course in the OEI (Gamberg)
(MTT Isayan/Romero) – Approved Unanimously
- Updated and Approved New Title IV Language
 - What other items might we need to update?
 - **DE Addenda Reboot Taskforce? Yes – convene in the spring 2019 to create a Google doc.**
- Added to Agenda: “Motion to give permission to the DE Coordinator to implement CVC-OEI approved LTIs into Canvas.” - **(MTA Isayan/Erfurt) – Approved Unanimously**

X. **Adjournment**

Fall CoDE Meetings: August 28, Sept. 25, Oct. 23, and Nov. 27

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- DE Faculty Development Coordinator: Julie Gamberg - SV112, jgamberg@glendale.edu
- Instructional Tech Support Specialist: Connie Lantz - SV107, clantz@glendale.edu
- Assistant Instructional Tech Support Specialist: Daniele Ingrao - SV112, dingrao@glendale.edu

Don't Forget to Tell your Division...!

(Reminders from CoDE: October 23, 2018)

- Register for next [DE Certification](#) Jan. 14 or April 22!
 - Earn 40 hours of Flex or a 1.25 step-in-column
- Complete Required [GADER](#) (Glendale Annual DE Recertification) Hours by March 15, 2019
 - New Deadline – Contact Julie at defacdev@glendale.edu
- Fact Sheet for Newly DE Certified Faculty – Handout
 - <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/mandatory-de-course-requirements>
- “GCC Canvas Sample Course Shell” – Approved and on Canvas Commons now for download!
 - Email Connie at clantz@glendale.edu for help.
- New OEI/GADER Subcommittee to discuss all things Online Education Initiative (OEI)
 - Still accepting volunteers – email: de@glendale.edu
- November 27th CoDE meeting to be cancelled due to the Senate Holiday Party taking place on the same day/time – A CoDE Updates/Reminders email will be sent prior to Nov. 27th.
- Spring 2019 CoDE: *Feb 26, March 26, April 23, May 28*

New title 5 requirements for the DE Addendum

55206. Separate Course Approval

If any portion of the instruction in a new or existing course to be provided through distance education, an addendum to the official course outline of record shall be required. In addition to addressing how course outcomes will be achieved in a distance education mode, the addendum shall at minimum specify how the portion of instruction delivered via distance education meets:

- (a) Regular and effective contact between instructors and students and among students as referenced in title 5, section 55204(a), and*
- (b) Requirements of the American with Disabilities Act (42 U.S.C. § 12100 et seq.) and section 508 of the Rehabilitation Act of 1973, as amended, (29 U.S.C. § 749d)*

The addendum shall be separately approved according to the district's adopted curriculum approval procedures.