

CoDE Minutes

Tuesday, February 26, 2019
12:20-1:30pm
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), Piper Rooney (ENGD), Caryn Panec (NCBUSD), Sandra Romero (MATH), Barbara Assadi (NCESL), Mike Eberts (LAD), Jonathan Holt (BIOD), Judy Redman (HSD), Molly Mercer (STSD).

Members Not Present: Dave Martin (TAD)

Resources: Eric Hanson (Dean), Connie Lantz (ITSS), and Ken Taira (BUSD), Johanna Quintanilla (STSD – Counseling), David Glover (BUSD), Franciean Rohrbacher (C&I), Zohara Kaye (Guild).

I. Call to Order at 12:26pm

II. Comments from the audience on agenda items only

- a. Suggestion from Piper Rooney to designate a counselor for DE.

III. Approval of Minutes – October 23, 2018 (MTA Eberts/Erfurt) – Approved

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=oEH55lv73ls>
 - Proctorio Guidebook: http://cvc.edu/wp-content/uploads/2016/08/ProctorioGuidebook_Final.pdf
 - Review and take back to your Division for feedback!
 - **Reps agreed to discuss this tool with their Divisions and report back during the March 26, 2019 CoDE meeting.**

- **NOTE:** Name Coach, Notebowl, and Proctorio use Chrome Only as a Browser!

- Other plugins for accessibility and/or content areas?
 - Please Survey Your Division – Bring List to CoDE!
 - **Reps agreed to discuss this with their Divisions and report back during the March 26, 2019 CoDE meeting.**

- What are we doing in Spring 2019 in DE?
 - Email de@glendale.edu with your recommendations!
 - **Reps agreed to discuss this with their Divisions and report back during the March 26, 2019 CoDE meeting.**

V. Guided Pathways Update from Rachel Ridgway

- a. Still working on degree mapping.

VI. DE Faculty Development Coordinator Update: Julie Gamberg (absent)

VII. OEI Steering Committee Update from Eric Hanson

- a. New Ecosystem Canvas Shell of “how to” tutorials to be launched soon!
- b. GCC OEI launch will be fall 2020 with 20% of ADT/AA/AS inventory online
- c. Encourage faculty to submit their courses to the Design Academy

VIII. Call for additional items (for future agendas) - none

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

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)
 - **Reps agreed to discuss this with their Divisions and report back during the March 26, 2019 CoDE meeting.**
- 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”
 - See copies of DE Addenda attached for Review
 - **(MTA the longer DE Addendum Form (<https://tinyurl.com/de-addendum>) Isayan/Rooney) – Approved**

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

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

(Reminders from CoDE: February 26, 2019)

- Register for DE Certification Training - April 22, July 22, Sept. 30!
 - <https://tinyurl.com/DE-Certification>
 - Earn 40 hours of Flex or a 1.25 step-in-column
- Complete Required GADER Hours by March 15, 2019
 - <https://tinyurl.com/GCC-GADER>
- New and Improved Streamlined DE Addendum Form:
 - Access and submit here: <https://tinyurl.com/de-addendum>
- New OEI Course Design Academy RT/Stipend Opportunity!
 - Create an OEI Ready Course: <https://tinyurl.com/gcc-cvc-oei>
- Updated DE Handbook: 2019-2020
 - Please review and bring back questions/concerns/additions
 - Webpage: <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-policies-procedures>
- Proctorio – Canvas Tool for Proctoring Online Exams
 - Should we offer this optional tool at GCC?
 - Short Video: <https://www.youtube.com/watch?v=oEH55lv73ls>
 - Proctorio Guidebook: http://cvc.edu/wp-content/uploads/2016/08/ProctorioGuidebook_Final.pdf
- Please share other plugins for accessibility and/or content areas?
- What are we doing in Spring 2019 in DE?
 - Email de@glendale.edu with your recommendations!
- “GCC Canvas Sample Course Shell” – Canvas Commons Download!
 - Email Connie at clantz@glendale.edu for help
- New Canvas Tools Now Available!
 - Tutorials/Tech Support: <https://tinyurl.com/gcc-cvc-oei>
 - Ecosystem Canvas Shell: <https://cvc.edu/ecosystem/>
- Spring 2019 CoDE: *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.