

# CoDE Agenda

## Tuesday, March 26, 2019

### 12:20-1:30pm - FIC Conference Room

- I. **Call to Order**
- II. **Comments from the audience on agenda items only**
- III. **Approval of Minutes** – February 26, 2019 (attached)
- IV. **Coordinator's Report**
  - **Next @ONE DE Certification: July 22 and September 30 - Advertise!**
    - 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 Online CVC-OEI Ecosystem:** <https://cvc.edu/ecosystem/>
    - “How To” Tutorials on OEI Canvas Tools!
  - **New Canvas Tools Now Available!**
    - GCC Tech Support/Tutorial Page: <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/canvas/canvas-support-applications-lti-s>
  - **“GCC Canvas Sample Course Shell” - On Canvas Commons!**
    - New DE Website Icon under DE Faculty Center
      - <https://tinyurl.com/DE-Fac-Center>
    - Or, email Connie ([clantz@glendale.edu](mailto:clantz@glendale.edu)) for help.
  - **Other plugins for accessibility and/or content areas?**
    - Thoughts from your Division to CoDE!
  - **Proctorio – Canvas Tool for Proctoring Online Exams**
    - Short Video: <https://www.youtube.com/watch?v=oEH55lv73Is>
    - **Proctorio Presentation: Thursday, March 28, at 10:30am (FIC)**
  - **\*\*MSC\*\* 21 Yea/0 Nay/2 Abstain Motion 2018-52:** The Senate approves the Distance Education Five-Year Strategic plan (virtual attachment; Senator’s concerns from 2.21.19 addressed within) Senate shall receive an annual report from the Office of Research and Planning on student success in distance education (hybrid and fully online) sections versus face-to-face sections; data to be disaggregated, where appropriate, into categories such as: for ethnic/household income/disproportionately impacted.
- V. **Guided Pathways Update from Rachel Ridgway**
- VI. **Julie Gamberg – DE Faculty Development Coordinator**
- 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
  - HIT 182, HIT 194, HIT 195, HIT 196 (Sonali Perera - BUSD)
  - ART 132, ART 250 (Rebecca Hillquist – VPAD)
  - BUSAD 113, 115, 131, 135, 136, 141, 144, 145, 162, 164, 165, 166, 175, 176, 180, 185, 202, 204 (Araik Eric Margaryan – BUSD)

## **XI. Old Business**

- **DE Handbook: 2019-2020**
  - Questions, ideas, additions and recommendation for Senate review

## **XII. New Business**

- **New DE Course Compliance Verification Form (attached for review)**
  - Questions, ideas, additions and recommendation for Senate review
- **Ally by Blackboard Presentation (Julie Gamberg)**
- **DE and the Collective Bargaining Agreement (Guild Contract) – attached**
  - Notable Academic Senate DE Approvals and the Guild Contract
  - <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/notable-academic-senate-recommendations>

## **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](mailto:de@glendale.edu)
- DE Faculty Development Coord: Julie Gamberg - SV112, [jgamberg@glendale.edu](mailto:jgamberg@glendale.edu)
- Instructional Tech Support Specialist: Connie Lantz - SV107, [clantz@glendale.edu](mailto:clantz@glendale.edu)

# 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 (NCSL), 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).

## **XIII. Call to Order at 12:26pm**

## **XIV. Comments from the audience on agenda items only**

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

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

## **XVI. 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](mailto: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](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](mailto:de@glendale.edu) with your recommendations!
    - **Reps agreed to discuss this with their Divisions and report back during the March 26, 2019 CoDE meeting.**

**XVII. Guided Pathways Update from Rachel Ridgway**

- a. Still working on degree mapping.

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

**XIX. 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

**XX. Call for additional items (for future agendas) - none**

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

**XXII. High Priority Items**

- Approval of DE Addenda Reviews – None

**XXIII. 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>

**XXIV. New Business**

- Updated DE Handbook: 2019-2020
  - Review and take to Divisions for comments/ideas
  - Bring comments/ideas back for discussion on March 26<sup>th</sup>!
  - 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](mailto:de@glendale.edu)
- DE Faculty Development Coordinator: Julie Gamberg - SV112, [jgamberg@glendale.edu](mailto:jgamberg@glendale.edu)
- Instructional Tech Support Specialist: Connie Lantz - SV107, [clantz@glendale.edu](mailto: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](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](mailto:de@glendale.edu) with your recommendations!
- “GCC Canvas Sample Course Shell” – Canvas Commons Download!
  - Email Connie at [clantz@glendale.edu](mailto: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*

## **Distance Education and the Collective Bargaining Agreement (Guild Contract)**

The GCC Collective Bargaining Agreement (July 1, 2015 - June 30, 2018) - Updated December 18, 2018 - affects all GCC Faculty, including those who teach in DE.

**Article VI, Section 16E.** "Faculty members shall not be assigned online or hybrid courses without their consent. Only faculty members who complete a training course, approved by Glendale Community College's Committee on Distance Education (CoDE) for online and hybrid courses, shall be offered such courses."

**Article VI, Section 16F.** "A faculty member who creates a new course, or converts an existing course to online or hybrid shall maintain the right of first refusal to teach that course for four (4) consecutive primary semesters, provided that: 1. there is adequate enrollment to offer the course and, 2. the faculty member does not receive an unsatisfactory evaluation 3. the faculty member has completed training approved by CoDE."

**Article VI, Section 16G.** "No contract instructor shall be assigned distance education (fully online and/or hybrid) courses for more than 67% of his/her load."

**Article VI, Section 3. Office Hours A.** "For online office hours, instructors shall communicate with their students synchronously. It is recommended that the faculty member send a notification to their students at the beginning and end of each office hour period held online...Instructors should offer office hours in blocks no shorter than thirty (30) minutes each."