

# CoDE Minutes

Tuesday, March 26, 2019

12:20-1:30pm

SV105 (FIC Conference Room)

**Members Present:** Alexa Schumacher (Chair), Rachel Ridgway (PSD), Dave Martin (TAD), Robyn Fishman (Proxy: Cameron Hastings - SSD), Amy Oliver (VPAD), Adina Lerner (LIBD), Barbara Erfurt (KIND), Piper Rooney (ENGD), Caryn Panec (NCBUSD), Sandra Romero (MATH), Barbara Assadi (NCESL), Mike Eberts (LAD), Jonathan Holt (BIOD), Judy Redman (HSD).

**Members Not Present:** Sevada Isayan (BUSD), Melissa Basalla (CESL), Molly Mercer (STSD).

**Resources:** Eric Hanson (Dean), Connie Lantz (ITSS), Francien Rohrbacher (C&I), Zohara Kaye (Proxy: Paul Vera - Guild), Julie Gamberg (DEFDC)

**I. Call to Order at 12:26pm**

**II. Comments from the audience on agenda items only**

**III. Approval of Minutes – Feb. 26, 2019 (MTA Rooney/Ridgway) – Approved**

**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 Self-Enrollment Feature - Share with faculty!**
- **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.
  - **This Shell is being updated! Will present next CoDE!**

- **Other plugins for accessibility and/or content areas?**
  - Thoughts from your Division to CoDE!
  - **Create a Canvas Tool Evaluation Taskforce?**
- **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)*
  - **Please inform Divisions and ask a Representative to attend**
- **\*\*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* – None**

**VI. *Julie Gamberg – DE Faculty Development Coordinator***

- a. GADER was due March 15<sup>th</sup>! Still accepting GADER.
- b. Review new 321 Videos (<http://glendale.edu/321>)

**VII. *OEI Steering Committee Update from Eric Hanson***

- a. Still working on completing full ADT degrees online through the CVC.
- b. Finish Faster Online (<http://cvc.edu>) encouraging students to fill the gaps of their programs by taking online courses.
- c. Need to work with IT to ensure all GCC online courses are being sent regularly (automatically) to the CVC so CA students can register and ‘Finish Faster’ by taking GCC online classes.

**VIII. *Call for additional items (for future agendas)***

- a. Suggestion from Piper to turn on “Display Name Edit” feature in Canvas.
  - i. Will college Pros and Cons, consult with IT for next CoDE meeting.
- b. Suggestion from Alexa to ask for a Student Government Rep on CoDE.
  - i. Will contact ASGCC for possible volunteers (2 is the preference).
- c. Create an Emergency DE Addenda Approval Committee?

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

**X. *High Priority Items***

- **Approval of DE Addenda Reviews (MTA Eberts/Rooney) – Approved**
  - HIT 182, HIT 194, HIT 195, HIT 196 (Sonali Perera - BUSD)
  - ART 132, ART 250 (Rebecca Hillquist – VPAD)

- ESL 133 and ESL 136 (Philipp Stolz – ESLD)
  - Preapproved by special emergency committee (approved by Senate) on 3/23/19 to make the printed fall schedule cut-off date of 3/25/19.
  - Create an Emergency DE Addenda Approval Committee?
- 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
  - **(MTA Rooney/Oliver) – Approved (Abstention: Hastings)**

## ***XII. New Business***

- **New DE Course Compliance Verification Form (attached for review)**
  - Questions, ideas, additions and recommendation for Senate review
  - **Move to Ritterbrown and Academic Affairs for Legal review and final discussion on frequency. CoDE Reps will take to Division for added review and comments. Discuss at next CoDE meeting.**
- **Ally by Blackboard Presentation**
  - <https://www.youtube.com/watch?v=FmUTPI4sujo> (Instructor View)
  - <https://www.youtube.com/watch?v=2yll2A2DdVg> (Student View)
  - **Move to next CoDE Meeting**
- **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>
  - **Move to next CoDE Meeting**

## ***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)

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

(Reminders from CoDE: March 26, 2019)

- **Register for DE Certification Training - July 22, Sept. 30!**
  - <https://tinyurl.com/DE-Certification>
  - Earn 40 hours of Flex or a 1.25 step-in-column
  - New Self-Enroll Option – visit website above for details!
- **GADER Hours were due by March 15, 2019**
  - Contact Julie Gamberg ASAP for an extension ([defdc@glendale.edu](mailto:defdc@glendale.edu))
  - <https://tinyurl.com/GCC-GADER>
- **New and Improved Streamlined DE Addendum Form:**
  - Access and submit here: <https://tinyurl.com/de-addendum>
- **Updated DE Handbook: 2019-2020**
  - Reviewed and approved by CoDE – Sent to Senate for approval
  - Webpage: <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-policies-procedures>
- **DE Course Compliance Verification Form**
  - Approved by Senate – sent to Academic Affairs
  - Feedback is welcomed from all faculty and Divisions!
  - Webpage: <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-policies-procedures>
- **Proctorio – Canvas Tool for Proctoring Online Exams**
  - Live presentation on March 28, 10:30am, FIC (SV – 1<sup>st</sup> Floor)
  - Short Video: <https://www.youtube.com/watch?v=oEH55lv73Is>
- **Cross-List your online course in the CVC-OEI!**
  - Contact the DE Coordinator for more information ([de@glendale.edu](mailto:de@glendale.edu))
- **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/>
- **Remaining Spring 2019 CoDE Meetings: April 23 and May 28**
  - Please come as a resource!