

CoDE Agenda

Tuesday, April 23, 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 – March 26, 2019 (attached)**
 - IV. **Coordinator's Report**
- **Next @ONE DE Certification: July 22 and September 30 - Advertise!**
 - Website: <https://tinyurl.com/DE-Certification>
 - 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>
 - **“GCC Canvas Sample Shell - Updated” - On Canvas Commons!**
 - New DE Website Icon under DE Faculty Center
 - <https://tinyurl.com/DE-Fac-Center>
 - *Can now Preview materials on Commons before download*
 - Or, email Connie (clantz@glendale.edu) for help.
 - **New CoDE Resource!**
 - Cindy Pollack representing GCC Adjuncts!
 - Designated DE Counselor (All Counselors know about DE – Troy Davis)
 - Waiting for representative from the GCC Student Body and ASGCC
 - **@ONE DE Faculty Trainer 20% RT Opens in Fall for Spring 2020**
 - Teach IOTL 4-times a year – full description to be available soon
 - **DE Strategic 5-Year Plan - Approved by Academic Affairs**
 - Website: <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-policies-procedures>
 - Will review DE Goals/Objectives for Progress in May CoDE meeting
 - **March 21, 2019 1:40-3:10 p.m., SV 233**
 - ****MSC** 22 Yea/0 Nay/1 Abstain Motion 2019-04: The Senate approves AR 4105 (Administrative Regulation on DE).**
 - Website: <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-policies-procedures>
 - BP4105 in progress (Board Policy on DE)
 - **DE Faculty Evaluation Form**
 - Sent to Guild for review (taskforce concludes)
 - Estimated time of implementation – spring 2020

- **March 21, 2019 1:40-3:10 p.m., SV 233**
****MSC** 10 Yea/7 Nay/6 Abstain Motion 2019-05: The Senate approves the proposed Distance Education Verification Form created by the Committee on Distance Education.**
 - Sent to Guild, Academic Affairs and requested Legal Review was made
 - Estimated time of implementation – fall 2019 or spring 2020
 - Thoughts/concerns from Divisions?

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
 - Engl 122 (Amar Ravva – ENGD)
 - Photo 130 (Amy Oliver – VPAD)
 - Engl 182, Engl 183 (Shant Shahoian – ENGD)
 - Art 115 (Emily Haraldson – VPAD)
 - BUSAD 177 (Araik Margaryan – BUSD)
 - FIRE 101, 102, 103, 104, 105 (Tracy Rickman – TAD)

XI. *Old Business*

• **Ally by Blackboard Presentation**

- <https://www.youtube.com/watch?v=FmUTPI4sujo> (Introduction)
- <https://www.youtube.com/watch?v=2yII2A2DdVg> (Student View)
- <https://www.youtube.com/watch?v=hJx-AW1EFdo&t=1s> (Instructor Guidance)

XII. *New Business*

• **Motion to implement: Ally by Blackboard**

- Turn “On” for all Summer DE Classes?
- Turn “On” for some Summer DE Classes (particular Divisions?)

• **Motion to create: DE Canvas Tools Committee**

- Volunteers to demo and recommend Canvas tools to CoDE

• **Motion to create: Urgent DE Addenda Approval Committee**

- Convenes only when DE Addenda must be approved in urgency
- Rachel Ridgway? (Faculty), Emily Haraldson? (Guild), Alexa Schumacher (CoDE), Piper Rooney (Senate) agreed to sit on Committee

- **March 21, 2019 1:40-3:10 p.m., SV 233**
Motion 2019-11 **MSC** 21 Yea/2 Nay/0 Abstain
(Hastings/Mack): The Senate approves the creation of an emergency CoDE committee to review and approve Distance Education addenda before Monday, March 25, in time for the DE Courses to be included in the print catalog to go to print on Monday, March 25th, (before the official CoDE meeting on Tuesday, March 26th.)
- **Motion to turn on “Display Name Edit” feature in Canvas?**
 - Pros and Cons, consulted with IT and Canvas Tech Support
 - Pro: Student can modify their Display Name
 - This name will be used in discussions, messages and comments
 - Con: Student can also modify their Full Name
 - This name will be used for grading, but in Roster/PeopleSoft
- **Motion to add Early Alert category for DE courses?**
 - Early Alert in PeopleSoft has many categories (attached picture, p. 8)
 - No option is for DE or Online Work -
 - Add: "Complete coursework on Canvas"
 - Add: "Complete online assignments/discussions"
 - Add: "Complete coursework online"
- **Motion to implement: Proctorio for Online Exam Proctoring**
 - [Glendale Community College - Document Portal](#)
 - CoDE to recommend guidelines on how to use Proctorio with students?
 - FERPA Compliant – can take out personal information in PDF analysis
 - Proctorio cannot see/access personal information – encrypted
 - Only authorized GCC Personnel can access video, such as Instructors
 - Instructors can decide what is or is not suspicious student behavior based on parameters set within the Proctorio Settings.
 - Can customize Proctorio with Admin settings
 - Settings on suspicious student behavior, 1-6, to show flags
 - Turn on or off audio/video and equity issues
 - Let Divisions, Division Chairs, and Judiciary Board know of Proctorio
 - Josh Dyer (josh@proctorio.com) is our Rep and will provide Training
 - Attended: Piper R, Connie L, Jonathan H, Rachel R, Eric H - Present

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 Coord: Julie Gamberg - SV112, jgamberg@glendale.edu
- Instructional Tech Support Specialist: Connie Lantz - SV107, clantz@glendale.edu

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), and Julie Gamberg (DEFDC)

XIII. Call to Order at 12:26pm

XIV. Comments from the audience on agenda items only

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

XVI. 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) 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.

XVII. Guided Pathways Update from Rachel Ridgway – None

XVIII. Julie Gamberg – DE Faculty Development Coordinator

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

XIX. 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.

XX. 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?

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

XXII. 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)

XXIII. Old Business

- **DE Handbook: 2019-2020**
 - Questions, ideas, additions and recommendation for Senate review
 - **(MTA Rooney/Oliver) – Approved (Abstention: Hastings)**

XXIV. 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

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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)
 - <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 – 1st Floor)
 - Short Video: <https://www.youtube.com/watch?v=oEH55lv73ls>
- **Cross-List your online course in the CVC-OEI!**
 - Contact the DE Coordinator for more information (de@glendale.edu)
- **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/>
- **Remaining Spring 2019 CoDE Meetings: April 23 and May 28**
 - Please come as a resource!

Early Alert in PeopleSoft – Current Categories

A	Improve your class attendance and/or participation
B	Improve reading, writing, or computational skills
C	See your counselor as soon as possible
D	See your equity counselor as soon as possible
E	Enroll in a Study Skills course (ST DV 141)
H	Complete your assignments and homework
I	Meet with your instructor during office hours
K	Excellent participation in class.
L	Regularly attend a lab for this course
M	More time on task required (i.e., study and review
S	Go to the Learning Center and/or Tutoring Center (
T	Improve your test scores or classroom performance
X	You are in danger of failing this course