CoDE Minutes
Tuesday, April 23, 2019
12:20-1:30pm
SV105 (FIC Conference Room)

Members Present: Alexa Schumacher (Chair), Rachel Ridgway (PSD), Dave Martin (TAD), Amy Oliver (VPAD), Sevada Isayan (Proxy: Ken Taira - BUSD), Adina Lerner (LIBD), Barbara Erfurt (KIND), Piper Rooney (ENGD), Caryn Panec (NCBUSD), Melissa Basalla (CESL), Barbara Assadi (NCESL), Mike Eberts (Proxy: Samantha Garagliano - LAD), Jonathan Holt (BIOD), Judy Redman (HSD), Cindy Pollack (ADJ), Taguhi Chalikyan and Cindy Salazar (ASGCC).

Members Not Present: Robyn Fishman (SSD), Sandra Romero (MATH), and Molly Mercer (STSD).

Resources: Eric Hanson (Dean), Connie Lantz (ITSS), Francien Rohrbacher (C&I), and Zohara Kaye (Guild).

I. *Call to Order at 12:26pm*
II. *Comments from the audience on agenda items only*
III. *Approval of Minutes – March 26, 2019 (MTA: Panec/Taira) – Approved*
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 **(voting member)** representing GCC Adjuncts!
  - Designated DE Counselor (All Counselors know about DE – Troy Davis)
  - Waiting for representative from the GCC Student Body and ASGCC
    - **Welcome (voting members) Taguhi Chalikyan/Cindy Salazar!**

- **@ONE DE Faculty Trainer 20% RT Opens in Fall for Spring 2020**
  - Teach IOTL 4-times a year – full description to be available soon
  - *Was approved in April – should be posted very soon (before summer)*

- **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 - None*
VI.   *Julie Gamberg – DE Faculty Development Coordinator - None*
VII.   *OEI Steering Committee Update from Eric Hanson*
- *Notebowl (Bulletin) LTI in Canvas to be discontinued at end of July 2019*
- *VeriCite Plagiarism Tool in Canvas will be replaced by Turnitin (Aug 2019)*

VIII.   *Call for additional items (for future agendas) - None*

IX.   **Approval of Agenda (MTA: Rooney/Pollack) - Approved**

X.   **High Priority Items**
- Approval of DE Addenda Reviews – **(MTA: Rooney/Panec) - Approved**
  - 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=2yll2A2DdVg (Student View)
    - https://www.youtube.com/watch?v=hJx-AW1EFdo&t=1s (Instructor Guidance)
- **Discussion: Acrobat Pro is available free to faculty.** Please email the Helpdesk (helpdesk@glendale.edu) and request that this software be installed on your office computer. There is a PC and Mac version available (https://helpx.adobe.com/acrobat/using/create-verify-pdf-accessibility.html)
- **Question:** Ask Canvas Helpdesk if student photos in PeopleSoft can be transferred to Canvas as the main Avatar Picture.

XII.   *New Business*

- ~~**Motion to implement: Ally by Blackboard (Not Needed!)**~~
    - ~~Turn "On" for all Summer DE Classes?~~
    - ~~Turn "On" for some Summer DE Classes (particular Divisions?)~~

- **Motion to create: DE Canvas Tools Committee – (MTA: Rooney/Erfurt) – Approved.**
    - Volunteers to demo and recommend Canvas tools to CoDE

- **Motion to create: Urgent DE Addenda Approval Committee – (MTA: Rooney/Pollack) – Approved.**
    - Convenes only when DE Addenda must be approved in urgency
    - **Rachel Ridgway (Faculty), Emily Haraldson (Guild), Alexa Schumacher (CoDE), Piper Rooney (Senate) will 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? – (MTA a 1-year pilot (starting fall 2019-spring 2020) with the Display Name Edit feature turned on in all Canvas courses – revisit during May 2020 CoDE Meeting: Rooney/Taira) – Approved with Opposed by Basalla.**
    - 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 (Tabled Indefinitely unless interest is shown from a Division)**~~
  - ~~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

Don't Forget to Tell your Division…!
(Reminders from CoDE: April 23, 2019)

- **Register for DE Certification Training - July 22 and Sept. 30!**
  - https://tinyurl.com/DE-Certification
  - Earn 40 hours of Flex or a 1.25 step-in-column

- **Ally Canvas Accessibility Tool** (https://tinyurl.com/gcc-ally)
  - Ally will be turned on globally in the fall 2019 (sum 2019 for pilot classes)

- **New and Improved Streamlined DE Addendum Form:**
  - Access and submit here: https://tinyurl.com/de-addendum

- **Updated DE Handbook: 2019-2020**
  - Webpage: https://tinyurl.com/de-policies

- **Submit your Online Course to the OEI Design Academy!**
  - Website: https://tinyurl.com/gcc-cvc-oei

- **Cross-List your Online Course in the CVC-OEI!**
  - Contact the DE Coordinator for more information (de@glendale.edu)

- **UPDATED "GCC Canvas Sample Course Shell" – Canvas Commons!**
  - Webpage: https://tinyurl.com/de-sample-course
  - Email Connie at clantz@glendale.edu for help, if needed.

- **New Canvas Tools Now Available with Tutorials/Tech Support!**
  - Tutorials/Tech Support: https://tinyurl.com/gcc-cvc-oei
  - Ecosystem Canvas Shell: https://cvc.edu/ecosystem/
  - Notebowl (Bulletin) LTI in Canvas to be discontinued at end of July 2019
  - VeriCite Plagiarism Tool in Canvas will be replaced by Turnitin (Aug 2019)

- **DE Canvas Tools Committee Created – All Welcome!**
  - Email de@glendale.edu to be added to the Canvas Committee Shell

- **Student "Display Name Edit" feature in Canvas** will be turned on from fall 2019-spring 2020 for a pilot. Email de@glendale.edu with questions.

- **Urgent DE Addenda Approval Committee was approved!**
  - Rachel Ridgway (Faculty), Emily Haraldson (Guild), Alexa Schumacher (CoDE), and Piper Rooney (Senate) will compose the Committee

- **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