

CoDE Minutes

Tuesday, May 28, 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 (BUSD), Adina Lerner (LIBD), Barbara Erfurt (KIND), Piper Rooney (ENGD), Caryn Panec (NCBUSD), Barbara Assadi (NCESL), Mike Eberts (LAD), Jonathan Holt (BIOD), Judy Redman (HSD), Cindy Pollack (ADJ), Taguhi Chalikyian (ASGCC), Robyn Fishman (SSD), Sandra Romero (MATH), and Molly Mercer (STSD).

Members Not Present: Eric Hanson (Dean), Melissa Basalla (CESL), and Cindy Salazar (ASGCC).

Resources: Connie Lantz (ITSS), Francien Rohrbacher (C&I), and Zohara Kaye (Guild), Johanna Quintanilla (Equity),

- I. Call to Order at 12:26pm**
- II. Comments from the audience on agenda items only**
- III. Approval of Minutes – April 23, 2019 (MTA: Rooney/Erfurt) – Approved**
- IV. Coordinator’s Report**

- **Next @ONE DE Certification: (July and September Sessions – Full)**
 - **New Fall IOTL Fall Section – October 7 to November 4!**
 - 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>
- **UPDATED “GCC Canvas Sample Course Shell” - On Canvas Commons!**
 - New DE Website Icon under DE Faculty Center
 - Website: <https://tinyurl.com/DE-Fac-Center>
 - Or, email Connie (clantz@glendale.edu) for help
- **New Canvas DE Resource Shell!**
 - Announcements/Reminders will come from Shell
 - DE Certified Faculty will receive GCC email invite to join the Shell
 - Self-Enroll Code will be available upon request and on the GADER Website
- **New Committee on Canvas Tools!**
 - Interested faculty (DE and non-DE) were sent an Invite to join
 - DE Certified Faculty were sent an email invite to self-enroll
 - Email de@glendale.edu if you would like to be added!
 - Self-Enroll Code will be available on the Canvas DE Resource Shell

- **It's Back!** Release Time Opportunity for the OEI Design Academy!
 - This opportunity is for full-timers and two adjuncts per spring/fall!
 - GCC OEI Website: <https://tinyurl.com/gcc-cvc-oei>
 - Design Academy: <https://tinyurl.com/de-design-academy-opportunity>
 - How to Submit a DE Course to the DA: <https://tinyurl.com/GCC-POCR>
 - **Clarification Email sent to CoDE: May 29th (see attached, p. 10)**
- **New Gradebook in Canvas to Replace Current Gradebook**
 - Will be turned on globally at end of July 2019 (automatically)
 - Turn on now under Settings>Feature Options
 - Enhanced Interface – easier to scroll/enhanced interface
 - New Feature: Auto-Set “Late Submissions” for calculated deductions
- **Student “Display Name and Full Name Feature” in Canvas!**
 - Will be turned on globally from fall 2019-spring 2020 for a pilot
 - Email notification will go out once it is turned on (ETA – End of July)
 - Students can click on Account>Settings>Edit Settings
 - Will send notice through DE Canvas Resource Shell
 - **Recommended to put feature in Syllabus for students**
- **Acrobat Pro (PC/Mac) is available free to faculty – Visit or Email IT!**
 - Please email the Helpdesk (helpdesk@glendale.edu) and request that this software be installed on your office computer
 - **Process is taking about a month to implement Acrobat Pro**
- **Notebowl (Bulletin) LTI in Canvas to be discontinued at end of July 2019**
 - Email notification will go out with an end date warning/again after it ends
- **VeriCite Plagiarism Tool in Canvas will be replaced by Turnitin (Aug 2019)**
 - Email notification will go out with an end date of VeriCite and a start date of Turnitin – no disruption in use is expected. Turnitin will operate like VeriCite
 - **Turnitin will have the extra features that were had the last time**
- **Pulling Student Pictures from PeopleSoft to Canvas?**
 - IT (Simon M.) says this is possible within PeopleSoft functionality
 - Request to be added to the PeopleSoft Committee was sent to the CISO
- **Ally Canvas Accessibility Tool (<https://tinyurl.com/gcc-ally>)**
 - Ally will be turned on globally before fall 2019 (sum 2019 for pilot classes)
 - Email notification will go out once it is turned on for DE (ETA – Early June)
 - Email notification will go out once it is turned on for All (ETA End of July)
- **DE Course Compliance Verification Form – Sent to Academic Affairs**
 - Form will be given to DE faculty each term, but no signature will be required

- **Approved DE Addenda List Now Available for CoDE and C&I Reps**
 - Webpage: <https://tinyurl.com/de-policies>
 - DE Policies and Procedures>[Approved Distance Education Addenda List](#)
 - **Will begin emailing C&I and CoDE Reps together when a COR and DE Addendum needs to be updated in C&I**
- **OEI Peer Online Course Reviewer (POCR) Training:**
 - [POCR 4: July 8-Aug 4 \(Full\)](#) and [POCR 5: July 22-Aug 18](#)
- **DE and the Collective Bargaining Agreement (Guild Contract - Attached, p. 7)**
 - Notable Academic Senate DE Approvals and the Guild Contract
 - Webpage: <https://tinyurl.com/de-policies>
- **How is CoDE and DE doing with Goals and Objectives**
 - See attachment of DE Goals/Objectives – Progress!

V. ***Guided Pathways Update from Rachel Ridgway - None***

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

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

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

- **Integrating Library Workshops into DE Courses (Zohara Kaye)**

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

X. **High Priority Items**

Approval of DE Addenda Reviews

1. OBT 50 (Cindy Pollack – NCBUSD – COR 9/16)
2. BUSAD 163 (Rafael Cardona – BUSD – COR 10/18)
3. BUSAD 165 (Rafael Cardona – BUSD – COR 3/19)
4. ENGL 101 (Julie Gamberg – ENGLD – COR 4/24/19)
5. MUS 120 (Byron Delto – VPAD – COR 12/2017)
6. ACCTG 160 (Sevada Isayan – BUSD – COR 5/22/2019)
7. ACCTG 150 (Sevada Isayan – BUSD – COR 5/22/2019)
8. ACCTG 250 (Sevada Isayan – BUSD – COR 5/22/2019)
9. BUSAD 112 (Sevada Isayan – BUSD – COR 5/22/2019)
10. BUSAD 114 (Sevada Isayan – BUSD – COR 5/22/2019)
11. BUSAD 116 (Sevada Isayan – BUSD – COR 5/22/2019)
12. BUSAD 169 (AKA: 205) (Sevada Isayan – BUSD – COR 5/22/2019)
13. RE 101 (Sevada Isayan – BUSD – COR 5/22/2019)
14. RE 105 (Sevada Isayan – BUSD – COR 5/22/2019)
15. RE 120 (Sevada Isayan – BUSD – COR 5/22/2019)
16. RE 195 (Sevada Isayan – BUSD – COR 5/22/2019)
17. MCOMM 120 (Mike Eberts – LAD – COR 5/22/2019)
18. STDV ~~100~~ 125 (Molly Mercer – STSD – COR 5/22/19)
 - **(MTA: Isayan/Ridgway) – Approved Unanimously**

XI. Old Business

- **Motion to Approve GADER from March 16-March 15** (Julie Gamberg)
 - **CoDE Reps will talk to their Divisions and report back in September**
 - **Clarification Email sent to CoDE: May 29th (see attached, p 10)**
- **Motion to add Early Alert category for DE courses?**
 - Early Alert in PeopleSoft has many categories (attached picture, p. 6)
 - No option is for DE or Online Work -
 - Add: "Complete coursework on Canvas"
 - Add: "Complete online assignments/discussions"
 - Add: "Complete coursework online"
 - **(MTA: Opposed Unanimously)**
 - Too confusing and divisive
 - CoDE Reps wants DE courses to remain inclusive

XII. New Business

- **Motion to add DE Information Link to Online Schedule of Classes?**
 - Use which link? <https://www.glendale.edu/online> or
 - [glendale.edu/class-schedule/distance-education/getting-started-with-de-at-gcc](https://www.glendale.edu/class-schedule/distance-education/getting-started-with-de-at-gcc)
 - **(MTA: Rooney/Ridgway) – Approved Unanimously**
 - IT will be contacted again to begin process of adding hyperlink
 - CoDE will decide in fall what link and what wording will be used

X. Adjournment

Fall 2020 CoDE Meetings: September 24, October 22 and November 26

Contact Information of GCC DE Team:

- DE Coordinator: Alexa Schumacher: SV112, de@glendale.edu
- DE Faculty Development Coordinator: Julie Gamberg - SV112, defdc@glendale.edu
- Instructional Tech Support Specialist: Connie Lantz - SV107, clantz@glendale.edu

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

(Reminders from CoDE: May 28, 2019)

- **Register for the *last* DE Certification Training in 2019! – October 7th**
 - <https://tinyurl.com/DE-Certification> (40 hours/Flex or 1.25 step-in-column)
- **Ally Canvas Accessibility Tool** (<https://tinyurl.com/gcc-ally>)
 - Ally will be turned on globally in fall 2019 (sum 2019 for pilot classes)
 - When activated, a Canvas announcement will appear when you log-in.
- **VeriCite Plagiarism Tool in Canvas will be replaced by Turnitin (Aug 2019)**
 - Email notification will go out with an end date of VeriCite and a start date of Turnitin – no disruption in use is expected. Turnitin will operate like VeriCite.
- **Release Time Opportunity for the OEI Design Academy is Back!**
 - Website: <https://tinyurl.com/de-design-academy-opportunity>
- **NEW DE Faculty Resource Shell – All Welcome!**
 - Self Enroll Here: <https://tinyurl.com/de-resource-shell>
- **DE Canvas Tools Committee Created – All Welcome!**
 - Self Enroll Here: <https://tinyurl.com/committee-canvas-tools>
- **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.
- **Approved DE Addenda List Now Available for Review!**
 - Webpage: <https://tinyurl.com/de-policies>
- **Fall 2019 CoDE Meetings:** September 24, October 22 and November 26
 - Please come as a resource or ask your Division Chair about being a Rep!

HAVE A WONDERFUL SUMMER BREAK!

DE Coordinator: Alexa Schumacher: de@glendale.edu
DE Faculty Development Coordinator: Julie Gamberg - defdc@glendale.edu

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

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."

Goal 1: Develop and Promote Principles of Excellence in DE Program Quality

9. In collaboration with the Guild and Academic Senate, create a DE Instructor Evaluation Form and process to effectively measure the effectiveness of online teaching practices and compliance with DE state regulations, federal laws, and accreditation guidelines.
 - a. Person(s) Responsible: DEC, DEFDC, Senate/Guild, Dean of Library
 - b. Fiscal Resources Needed: None (within job duties)
 - c. **Estimated Timeframe: Fall 2018-Spring 2020 – Created, in Governance**

10. Create and encourage a DE end-of-course survey for all DE students to complete in order to gather data on the effectiveness of course delivery and retention/persistence to make future DE program recommendations.
 - a. Person(s) Responsible: FDC, DEFDC, DEC, Title 5 Grant Manager
 - b. Fiscal Resources Needed: None (within job duties)
 - c. **Estimated Timeframe: Fall 2018-Spring 2020 – Started, but not Finished!**

11. Find representation to sit on CoDE, as a voting member or resource, from the Academic Senate and Open Education Resources (OER), to ensure that these voices are heard when making important decisions.
 - a. Person(s) Responsible: DEC
 - b. Fiscal Resources Needed: None (within job duties)
 - c. **Estimated Timeframe: Spring 2018-Fall 2020 – Piper: Senate/Adina: OER**

Goal 2: Develop and Promote Principles of Excellence in DE Course Quality

1. Hire a full-time Instructional Designer to aid in the goal of increased quality within DE course design as supported by the CVC-OEI Course Design Rubric and other recognized state regulations, federal laws, accreditation guidelines, and effective DE practices.
 - a. Person(s) Responsible: Dean of Library, VPI
 - b. Fiscal Resources Needed: Institutional Funding
 - c. **Estimated Timeframe: Fall 2018-Spring 2020 – Interviewing Summer/Fall Start?**

2. Hire an Alternative Media Specialist and/or individual that can assist with Canvas technical support, with knowledge of universal course design, accessibility issues and solutions, and training support on pedagogy through the support of the CVC-OEI Course Design Rubric if desired.
 - a. Person(s) Responsible: Dean of Library, VPI
 - b. Fiscal Resources Needed: Institutional Funding
 - c. **Estimated Timeframe: Fall 2018-Spring 2020 – In Program Review**

7. In collaboration with the Academic Senate, create a DE Course Compliance Checklist review process with the Academic Senate approved CVC-OEI Course Design Rubric to ensure that DE courses are meeting the minimum DE state (Title 5) regulations, federal laws (ADA/508/FERPA) and accreditation guidelines in preparation for Accreditation, Program Review, and Department of Education visits, audits, and/or reviews.
 - a. Person(s) Responsible: DEC, DEFDC, Senate, CVC-OEI Subcommittee
 - b. Fiscal Resources Needed: None (within job duties)
 - c. **Estimated Timeframe: Fall 2018-Spring 2020 – Created, in Governance Process**

Goal 5: Maximize the use of Canvas capabilities to improve the quality of our Online offerings

2. Create a set of CVC-OEI endorsed LTI links in the navigation bar within Canvas to increase students' access and decrease the performance gap between face-to-face and online courses through effective course design and regular and substantive contact in the online teaching environment.
 - a. Person(s) Responsible: DEC and DEFDC
 - b. Fiscal Resources Needed: None (within job duties)
 - c. **Estimated Timeframe: Fall 2018-Spring 2020 – In progress!**

Goal 6: Collaborate to Expand Student Support Services for DE Students

2. Collaborate with Student Services to integrate a DE component and SmarterMeasure/Quest into a New Student Orientation so all students, especially nontraditional and returning, are exposed to DE at GCC and are ready to take a DE class before registration.
 - a. Person(s) Responsible: DEC, DEFDC, DE Faculty
 - b. Fiscal Resources Needed: Institutional Funding/Division Funding
 - c. **Estimated Timeframe: Fall 2018-Spring 2020 – In progress!**

3. Consult with Student Services, IT, and community colleges within the state about Best Practices in relation to automatic Welcome Notifications from IT, as well as Best Practices for Instructor-Generated Welcome Letters. The Welcome Notification from IT serves to encourage students to review the Instructor-Generated Welcome Letter that will be emailed to all students registered for that instructors DE course 2-5 days before the course begins.
 - a. Person(s) Responsible: DEC, IT, Deans, Student Services
 - b. Fiscal Resources Needed: None (within job duties)
 - c. **Estimated Timeframe: Fall 2018-Spring 2020 – Need to Discuss!**

4. Continue to encourage the Online Reference Librarian access with 24/7 library chat service as well as offering other library support services, such as library research guides embedded in Canvas and/or an online library orientation.
 - a. Person(s) Responsible: DEC, Dean of Library
 - b. Fiscal Resources Needed: None (within job duties)
 - c. **Estimated Timeframe: Fall 2018-Spring 2020 – In progress!**

Goal 8: Meet all Requirements of Participation in the CVC-OEI Consortium Cohort

2. GCC commits to achieving, within two (2) academic years, an initial target of aligning at least 20% of the College's existing annual online section inventory to the CVC-OEI Course Design Rubric using the CVC-OEI Peer Online Course Review process.
 - a. Person(s) Responsible: DEC, DEFDC, Senate, Dean of Library
 - b. Fiscal Resources Needed: None (within job duties)
 - c. **Estimated Timeframe: Fall 2018-Fall 2020 – In progress!**

3. Of this 20% section inventory, as pedagogically appropriate, incorporate CVC-OEI technologies and support services, such as: online student readiness (with diagnostic), online counseling, online tutoring, and online proctoring services.
 - a. Person(s) Responsible: DEC, DEFDC, Senate, Dean of Library
 - b. Fiscal Resources Needed: None (within job duties)
 - c. **Estimated Timeframe: Fall 2018-Fall 2020 – In progress!**

Hi CoDEsters!

Email: May 29, 2019

Thank you for the lively debate and participation yesterday in CoDE.

I was able to receive more clarification on two topics: **Design Academy Release Time and GADER Submission Dates.**

GADER Submission Dates. Please note that GADER is not Flex. GADER can be used for Flex, but that is up to an individual instructor to decide. GADER is to Recertify and remain DE Instructor Eligible and on the DE Certified List.

The March 15th GADER deadline was chosen to ensure that the Fall and Spring Schedules were accurate. Students prefer to register with a faculty name attached, as opposed to 'Staff'. Also, students do not want to register with one instructor only to find out that this instructor has been replaced. This is what has happened in the past. DE instructors that do not Recertify (complete GADER) are pulled from the printed/online schedule and that is not good for anyone.

Julie Gamberg and the GADER Committee want to make earning GADER as easy and as flexible as possible for you. This is why they are asking that you consider the option of letting faculty complete GADER all year long. You can begin to earn GADER for the following year on March 16th. It is your decision to do so or not. We want to give you the most flexibility possible. If you want GADER to count towards your Flex, then wait until July 1st; but if you don't want to wait, you can begin earning GADER right away. The choice is yours since being DE Certified at GCC is optional – it is not obligatory, like completing Flex.

Design Academy Release Time. Applying for the Design Academy is optional. Much like with taking a Sabbatical, we want to give you the gift of "time". The Design Academy takes about 12-16 weeks to complete – hence why it must be done in the fall or spring only. It is a rewarding, but sizable undertaking. You can do the Design Academy on your own in the fall or spring, but if you wish to apply for release time, it cannot be given as overtime since that defeats the whole purpose of giving you the gift of "time". I hope you consider this generous offer!

If you have taught a fully online course and that course is within an ADT/AA/AS, please talk to your Division Chair about applying for this opportunity!

Here is the link for more general information on the Design Academy: <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/cvc-oei>

Here is the link for the Design Academy Release Time Opportunity: <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/release-time-for-design-academy-guidlines>

Thank you for your dedication to DE at GCC!

As always, if you have any questions, please do not hesitate to ask.

Take care, Alexa