**CoDE Minutes**

Tuesday, Feb. 25, 2020

12:20-1:30pm

SV105 (FIC Conference Room)

**Members Present**: Alexa Schumacher (Chair), Rachel Ridgway (PSD), Molly Mercer (STSD), Jonathan Holt (BIOD), Amy Oliver (VPAD), Caroline Hallam (LIBD), Rosemary Kwa (ENGL), Caryn Panec (NCBUSD), Judy Redman (HSD), Cindy Pollack (ADJ Rep), Roger Bowerman (SSD), Suzy Semerdzhyan (NCESL), Ken Taira (BUSD), Sandra Romero (MATH) and Dave Martin (TAD), Mike Eberts (LAD), Piper Rooney (Senate), Carmen Houhannisyan (ASGCC), and Garik Sayadkhanyan (ASGCC).

**Members Not Present:** Jon Gold (KIND) and Brian McDonald (CESL).

**Resources**: Eric Hanson (Dean), Samantha Garagliano (DEFDC), Katie Datko (ID), and Francien Rohrbacher (C&I).

**Resources Not Present:** Simon Mirzayan (ITS), Johanna Quintanilla (STSD), Zo Kaye (Guild), KC Camp (DSPS), and Lauren Lampietti (IT).

**Agenda/Minutes Only:** Mike Scott (BUSD), Mark Ragonig (IT), and Calvin Madlock (IT).

1. ***Call to Order at 12:22pm***
2. ***Comments from the audience on agenda items only*** *– None*
3. **Approval of Minutes – Nov. 26, 2019**

*(MTA: Pollack/Rooney – Approved; Abstention Romero).*

1. ***Coordinator’s Report***

* **GCC DE Resource Shell: Self-Enroll:** <https://gcc.instructure.com/enroll/YEARDN>
  + Announcements/Reminders will come from Shell/Reduces Emails
  + *Not Getting Announcements? Turn them on under Settings>Notifications* 
    - ***Now over 300 members!***
* **Newly Created! “*GCC Distance Education Faculty Page*” Facebook:** 
  + Like our page for updates, reminders, DE tips and tricks!
    - **Cut down on emails to your GCC account!**
* **New Gradebook:** Launched January 2020! <https://community.canvaslms.com/videos/4325-new-gradebook-overview>
* **New Quizzes:** Launch Summer 2020 - available for activation under Settings>Features: Review: <https://community.canvaslms.com/docs/DOC-12115-new-quizzes-feature-comparison>
* **New Analytics:** Launch March 2020 - available for activation under Settings>Features: Review: <https://community.canvaslms.com/docs/DOC-17998-41521003848>
* **GCC Unique DE Policies – Handout**
  + Found in the DE Faculty Resource Shell and attached **(last page)**
* **Learning Center Navigation Link Added “Free Tutoring and Workshops”**
* **OEI Will No Longer be Funding the Following Tools as of July 2020**
  + NameCoach, Proctorio, and SmarterMeasure
  + With this new information, the discussion to implement Proctorio is tabled.
  + Approved for 2020-2021: Quest, NetTutor, Cranium Café, Pisces (WWW)
* **Personal Pronouns Turned On In Canvas: She/her, He/Him, Them/They**
  + Edit Pronouns: Account>Settings>Edit Settings>Pronouns
  + **Add More Pronouns Sets? Please Advise.**
  + **We can come up with other combinations, please let Alexa know if there are any other combinations. Contact Hoover to see what they do (Eric). Carmen Houhannisyan will email ASGCC members for suggestions. Helps to get standard on campus. Does not change backend. Vote during March CoDE Meeting.**
* **New Pilot: Pronto – Social Engagement Tool!**
  + Fabiola Torres – Ethnic Studies Instructor ([ftorres@glendal.edu](mailto:ftorres@glendal.edu))
  + Email Fabiola if you would like to be part of this Pilot!
* **Approved DE Addenda List Now Available for CoDE and C&I Reps**
  + <https://www.glendale.edu/class-schedule/distance-education/de-faculty-center/de-policies-procedures>
  + DE Policies and Procedures>Approved Distance Education Addenda List
* ***DE Trainer and DEFDC (and Introduction) from Samantha Garagliano***
  + IOTL DE Certification: <https://tinyurl.com/DE-Certification>
    - **Samantha will present during March CoDE Meeting!**
* ***Instructional Designer Update (and Introduction) from Katie Datko***
  + Katie Datko

*Instructional Designer*

Glendale Community College

(818)240-1000 x3458

[~~Schedule a Meeting with Me~~](Schedule%20a%20Meeting%20with%20Me) - Email Katie! Link Changed.

* **Katie will present during March CoDE Meeting!**

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

* **Student voice townhall to get input from students from both campuses. AB705. No updates as it relates to DE.**

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

* **Working on Phase 1 of cvc.edu schedule showing up live and is dependent on IT, taking longer than hoped. Want to get up and running (phase 1). Phase 2, cross-enrollment will be longer. More out of district and out of system students are taking our classes.**
* **Roger -- question. Rumors of the CVC, how will that be structured. No response, open across the state. Goal to have all colleges participating. Priority for classes, high demand, speech, sciences, Spanish, stats.**
* **Cindy – question. Excluding non-credit classes in CVC? Online pulls up automatically in CVC finish faster search under keyword search. All online classes listed, regardless of credit/non-credit.**

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

* Piper would like to propose that the instructor who will be teaching the DE course should complete and submit the DE Addendum; admin/division chairs do not always know who will be teaching the course. Eric thinks this might be more of a Senate issue.
* Amy - if COR if out-of-date, caught in a catch 22, the CoDE Rep cannot complete the DE Addendum Form. CoDE Reps should not be filling out form. C&I Reps should be completing the DE Addendum.
* C&I and CoDE reps are different and do not have equal access to the CMS or C&I approval dates.
* Fran’s recommendation that C&I Reps and Division Chairs should know approval dates of CORs to give to CoDE Reps.
* Rachael -- view only access to CMS is requested. Eric, add CoDE reps only.
* Will be changing to a different system soon – Francien.
* Anyone is able to complete the DE addendum, but it is recommended that the Instructor on Record (if known) complete the DE Addendum.
* Would Amy like to make a motion for code reps to have access to CMS.
  + Should bring to division chairs to see if it is an additional job, Roger. Division chairs assign CoDE reps and DE Addenda are part of the CoDE Rep duties.
* Ken - No access to CMS.
* Rachel - Addendums aren’t being offered with the COR when new classes are offered online.
  + **Motion:** Any DE Instructor teaching a DE course for the first time should be given the COR and DE Addendum Form for review of mandatory compliant elements. *(MTA: Ridgway/Taira – Approved).*
  + **Motion:** All CoDE Reps should have access to the Curriculum Management System (CMS) for easier access to Course Outlines on Record (CORs) so that the DE Addendum process is streamlined. *(MTA: Ridgway/Rooney – Approved).*
* Francien R. (C&I Chair) is willing to do a quick CMS presentation during March CoDE Meeting and give access to all CoDE Reps.

1. **Approval of Agenda**

*(MTA: Rooney/Ridgway – Approved with corrections).*

*Edit Agenda Date from 2019 to 2020, delete link Katie Datko appointments (Repost Agenda on DE Website).*

1. **High Priority Items**

**Approval of DE Addenda Reviews**

1. **Sonali Perera** (MOA 184 – BUSD – COR: 11/19/2019)
2. **Sonali Perera** (MOA 195 – BUSD – COR: 11/19/2019)
3. **Sonali Perera** (MOA 197 – BUSD – COR: 11/19/2019)
4. **Sonali Perera** (MOA 182 – BUSD – COR: 2/01/2020)
5. **Jeanette Farr** (TART 101 – VPAD – 11/11/2019)
6. **Joanna Parypinski** (ENGL 103 – ENGD – COR: 3/18/2018)
7. **Jessica Groper** (ENGL 130 – ENGD – COR: 11/13/18)
8. **Nareh Manooki** (ENGR 156 – TAD – COR: 5/18/2017)
9. **Brian McDonald** (ESL 159 – CESLD – COR: 11/2019)
10. **Brian McDonald** (ESL 151 – CESLD – COR: 2/2020)
11. **Brian McDonald** (ESL 141 – CESLD – COR: 2/2020)
12. **Brian McDonald** (ESL 133 – CESLD – COR: 2/2020)
13. **Brian McDonald** (LING 101 – CESLD – COR: 2/2020)
14. **Nicholas Smith** (SPCH 117 – LAD – COR: 2/1/2020)
15. **Tracy Rickman** (FIRE 106 – TAD – COR: 2/2020)
16. **Tracy Rickman** (FIRE 108 – TAD – COR: 2/2020)
17. **Tracy Rickman** (FIRE 114 – TAD – COR: 2/2020)
18. **Amy Oliver** (ARTH 101 – VPAD – COR: 12/2019)
19. **Sarah Mecheneau** **(**FREN 104 – LAD – COR: 1/02/20)

*(MTA: Pollack/Rooney – Approved).*

* **Introduction to OER and the OER @ GCC Guide**
  + Caroline Challam – OER & Distance Education Librarian
    - **Emailed Slides to CoDE Listserv**
    - **Try** [**https://oasis.geneseo.edu/**](https://oasis.geneseo.edu/) **for OER Materials!**
    - **Will have another Workshop on Copyright/Fair Use – March 5th, 12:30-2pm (FIC) – Earn Flex and GADER!**
* **Demo of Hypothesis – Collaborative Annotation Tool!**
  + Rosemary Kwa – DE English Committee Chair and English Instructor
  + Pilot underway! Email Katie Datko ([cdatko@glendale.edu](mailto:cdatko@glendale.edu))
    - **Agreed to Lead the Hypothesis Pilot!**
    - **Will offer 1-2 Zoom Workshops on Hypothesis in spring.**

1. ***Old Business – None***

***New Business***

* **GCC Distance Education Handbook: 2020-2021 Update** 
  + Please review and take to Divisions for comments/concerns
  + Email comments to [de@glendale.edu](mailto:de@glendale.edu) for discussion on March 24, 2020
    - **All Reps will take DE Handbook to Division for March CoDE Meeting discussion and approval.**

1. ***Adjournment at 1:29pm***

***Spring 2020 CoDE Meetings*:** ~~February 25~~, March 24, April 28 and May 26

**WECOME BACK TO CODE AND THE SPRING 2020 TERM!**

Instructional Designer: Katie Datko: [cdatko@glendale.edu](mailto:cdatko@glendale.edu)

DE Coordinator - Alexa Schumacher: [de@glendale.edu](mailto:de@glendale.edu)

DE Trainer and DEFD - Samantha Garagliano: [defacdev@glendale.edu](mailto:defacdev@glendale.edu)

Assistant Support Instructional Specialist - Daniele Ingrao: [dingrao@glendal.edu](mailto:dingrao@glendal.edu)

**Don’t Forget to Tell your Division…!**

(Reminders from CoDE: Feb. 25, 2020)

* **GCC DE Resource Shell: Self-Enroll:** <https://gcc.instructure.com/enroll/YEARDN>
* **Newly Created! “*GCC Distance Education Faculty Page*” Facebook.**
* **GCC Unique DE Policies – Handout**
  + Found in the DE Faculty Resource Shell and attached
* **New Gradebook:** Launched January 2020! <https://community.canvaslms.com/videos/4325-new-gradebook-overview>
* **OEI Will No Longer be Funding** NameCoach, Proctorio, and SmarterMeasure
* **Personal Pronouns Turned On In Canvas: She/her, He/Him, Them/They**
  + Edit Pronouns: Account>Settings>Edit Settings>Pronouns
* **New Pilot: Pronto – Social Engagement Tool!**
  + Fabiola Torres (Lead) – Ethnic Studies Instructor ([ftorres@glendal.edu](mailto:ftorres@glendal.edu))
* **New Pilot: Hypothesis – Collaborative Annotation Tool!**
  + Katie Datko (Lead) – Instructional Designer ([cdatko@glendale.edu](mailto:cdatko@glendale.edu))
* **Motion:** Any DE Instructor teaching a DE course for the first time should be given the COR and DE Addendum Form for review of mandatory compliant elements. *(MTA: Ridgway/Taira – Approved).*
* **Motion:** All CoDE Reps should have access to the Curriculum Management System (CMS) for easier access to Course Outlines on Record (CORs) so that the DE Addendum process is streamlined. *(MTA: Ridgway/Rooney – Approved).*
* **GCC Distance Education Handbook: 2020-2021 Update**

Ask your CoDE Rep for a copy to review before March 24th CoDE Meeting

* ***NEW DE Trainer and DEFDC Samantha Garagliano!***
* ***NEW Instructional Designer Katie Datko!***

**WECOME BACK TO CODE AND THE SPRING 2020 TERM!**

Instructional Designer: Katie Datko: [cdatko@glendale.edu](mailto:cdatko@glendale.edu)

DE Coordinator - Alexa Schumacher: [de@glendale.edu](mailto:de@glendale.edu)

DE Trainer and DEFD - Samantha Garagliano: [defacdev@glendale.edu](mailto:defacdev@glendale.edu)

Assistant Support Instructional Specialist - Daniele Ingrao: [dingrao@glendal.edu](mailto:dingrao@glendal.edu)

**GCC Unique DE Policies!**

**CREATE A WELCO­­­ME LETTER (PRE-COURSE CONTACT)**



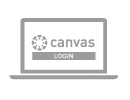
**CREATE A WELCOME LETTER** and send it to your students’ GCC email (through Canvas Inbox and PeopleSoft) and post it as an Announcement 2-5 days before the class begins! This Letter will explain how to log into Canvas and how to complete the Check-In Assignment that establishes ‘first day’ attendance in a DE course.

**POST THE "CHECK-IN" ASSIGNMENT (DE DROP POLICY)**

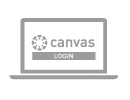


**HAVE STUDENTS COMPLETE THE “CHECK-IN ASSIGNMENT”** that is listed in the Welcome Letter by Thursday night (4-8 week classes) or Sunday night (10-16 week classes) of the first week. If not completed, the student can be dropped the next day. For late add students, allow until Census to complete the Check-In Assignment before dropping through PeopleSoft.

**DON'T GET DROPPED! (DE ATTENDANCE POLICY)**

**DON’T GET DROPPED!** Students cannot miss more than two weeks' worth of assignments (online class) **OR** one weeks’ worth of assignments *and* one weeks’ worth of live lecture (hybrid class). The course Syllabus should entail what constitutes two weeks' worth (online) or one weeks' worth (hybrid) of online assignments to not be dropped. Attendance or Participation is never measured by ‘logging-in’ or time spent in Canvas.

**OFFICE HOURS! (SYNCHRONOUS OFFICE HOUR POLICY)**

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**SET-UP SYNCHRONOUS ONLINE OFFICE HOURS!** All DE instructor’s must-have weekly online synchronous office hours, even if the course is Hybrid. Please inform students of the day/time of these hours and the tool to be used – i.e., Chat, ConferZoom, Skype Chat, etc. in the Welcome Letter and Syllabus.

**STAY IN THE DE LOOP! (DE FACULTY RESOURCE SHELL)**



**DE FACULTY RESOURCE SHELL!** This is your one-stop for all DE information at GCC! This Shell will be your companion as you teach DE and want to expand your DE knowledge. You are in this Shell now! Please accept the Invite and look around. Turn on your Notifications so you don’t miss any Announcements pushed out by GCC DE Leadership!

**If you have any questions or concerns, please contact the DE Coordinator, Alexa Schumacher, at** [**de@glendale.edu**](mailto:de@glendale.edu)