

# DE Meeting Minutes 4/8/2016

**Next DE Committee Meeting, Friday, April 22nd, in the ITC,  
10:30-11:30**

**Attendees:** Jill Olson, Kathy Schultz, Pam Guerra-Schmidt, Brian Sanders, Judy Reiman, Roberta Worth, Karin Rodts, Kathy Schutz, Teresa Borden, Kirsten Miller, Kim Pippa, Jana Connell, and Melissa Colón

## Save the Dates:

- Thursday, April 14, 2016 at 11:00am to Noon to conduct WorldWideWhiteboard IDP training in the ITC.
- Canvas Training will be 22<sup>nd</sup> from Noon-2:00, immediately after the DE Committee Meetings. This session will cover migrating from Blackboard to Canvas. May 2-5 – Migrating from Bb to Canvas and May 9-12 – Beyond the Basics.
- Tuesday, May 10<sup>th</sup>, 10:00-11:00, Q&A with Canvas via Shawna at Canvas
- The Online Teaching Conference 2016, scheduled to take place June 15-17. The event will return to San Diego for the third year in a row, by popular demand.



## Online Course Size

***Continuation of Committee Discussion on Online Course Size with Brian Sanders, Interim Vice President of College & Administrative Services:***

There has been a question about the online offerings class size if they are to be handled the same way as a face-to-face class. Also how the online classes are figured concerning FTE status since we are on a 16 week schedule.

### From our YFA Contract:

37.8 Class Size and Load - An online education course shall be assigned a load factor and class size standards on the same basis as a traditional course including large class accommodations and the number of preparations.

[http://yfa.sites.yosemite.edu/contract\\_2015/FinalContract\\_2015.pdf](http://yfa.sites.yosemite.edu/contract_2015/FinalContract_2015.pdf) - Pg. 85.

Also per our [DE Plan](#) we have kept to the same consideration for our online classes as our face-to-face counterparts.

- Class size as recommended by the curriculum committee will be considered as the established face-to-face size not to exceed 35 students. It is suggested that the first time a course is offered by a particular instructor, that the instructor be given the option to set the maximum at 20 students. This needs to be approved beforehand by the Division Dean.

Note: an instructor has the option of adding additional students from their waitlist but it is up to them and the online room cap in Connect Columbia should be adjusted.

**Discussion:** Brian Sanders, Interim Vice President of College & Administrative Services explained that the DE calculation is built on regulations for a compressed calendar and is reported differently than face-to-face courses. DE is also categorized as independent study and contact hours are reported separately for apportionment. There is no plan to change the standard course size at this time.



## Sharing Best Practices – GIFTS

*I am a pilot instructor for Canvas this semester, and I can truly say that using this course management system has made my life easier. I make it a habit to regularly converse with my online students to address their needs and concerns. This semester, though I have answered student questions as needed, I have not had a single question as to how to navigate the Canvas interface. Students find it easy to use and, consequently, ask me less questions about navigation and more questions about educational content.*

*I find Canvas easy to use as well. The SpeedGrader feature alone saves me vast amounts of time. In one window, I am able to view students' assignments, comment on them, highlight passages, leave audio feedback, and enter grades. I have found all aspects of Canvas to be straightforward and easy to learn and use. I am so pleased that we have switched to such a well-thought-out, intuitive system. ~ **Kim Pippa Tonnesen***



canvas

## Canvas Update

Canvas Login for Columbia College: <https://gocolumbia.instructure.com/login/canvas>

## Training Opportunities

- Faculty will be able to start teaching in Canvas starting this summer and fall 2016. Canvas shells are there for ALL summer classes, including enhancement shells.
  - There is always some prep work such as email blasts, notations in the schedule and a notice posted in Bb.
- Blackboard to Canvas training will take place starting in April (**Friday, April 22<sup>nd</sup>**) and May. [Click on the link to sign up!](#) The training introduces faculty to Canvas and demonstrates how to convert existing Blackboard material into Canvas.
- OEI Canvas calls for “all faculty” teaching in Canvas, (Schedule and Access Information) The focus of the April 14 call will be “People!”. Thursday, April 14, 11:30 am – 12:30 pm.
- This is the Handout with active links from today’s [“Migrating from Bb to Canvas”](#) training session.
- [How to Migrate Bb \(Files\) to Canvas Tutorial from USF](#)

### Next Scheduled Training Sessions:

- Friday – 22<sup>nd</sup>, Noon-2:00p – sign up (Migrating from Bb to Canvas)
- May 2-5 – 10-Noon, Migrate from Bb to Canvas – sign up (each day is repeated)
- May 9-12 – 10-Noon, Beyond the Basics – sign up (each day is repeated)  
NOTE: All training will be conducted in the ITC (located in the Library Building), unless otherwise notified.
- MJC’s Scheduled Training Sessions
- **Scheduled** - Custome Q&A training sessions with Shawna from Canvas, Tuesday, May 10<sup>th</sup> – 10:00-11:00.

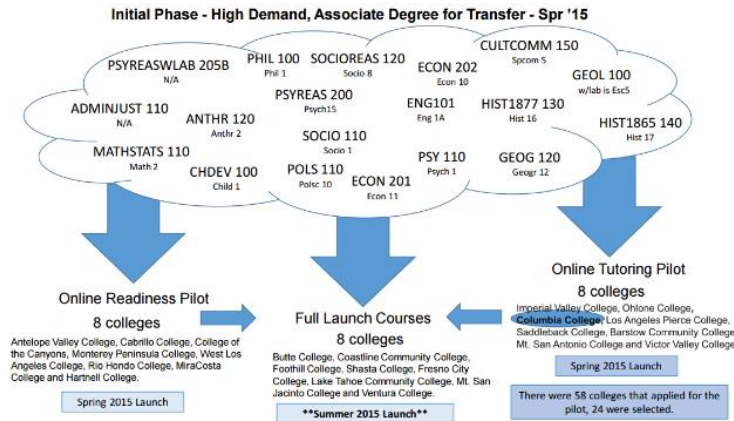
## Summer Resources for Support

1. [Converting from Blackboard to Canvas](#), repeated sessions each day, May 2<sup>nd</sup> - 5<sup>th</sup> from 10-Noon. Drop-in Afternoon Training Available.
2. [Teaching in Canvas](#), repeated sessions each day, May 9<sup>th</sup> – 12<sup>th</sup> from 10-Noon. Drop-in Afternoon Training Available.
3. MJC Online Help Desk 7:30 a.m. – 5:30 p.m. is correct. Also, we are continuing with the practice that District is the main line, handling tier 1 calls at 575-7900. District will refer calls to Cheryl if needed for tier 2, and Cheryl will forward to Melissa or Mike depending on the college. So for summer, students should be given just the 575-7900 number.
4. ITC Hours TBD
5. Mike Smedshammer MJC’s Training Schedule - <http://mjc.edu/instruction/online/canvas.php>

Remember, Blackboard will shut down in June of 2017. Our hope is to have most online and hybrid courses taught in Canvas by spring 2017.

**Action:** Melissa will continue to send out training opportunities and share MJC's Mike Smedshammer training schedule as another alternative for training.

## OEI Update



The Pilot instructors could continue with the opportunities through the summer and beyond. The Full Exchange colleges and instructors will continue piloting with a limited student population. The Full Exchange will be open to the rest of the participating colleges in Fall of 2017. There is still a lot of work to be done with coordinating efforts of the course reviews and student services. The OEI Professional Development committee is in the process of reviewing Section D in the OEI rubric for Accessibility. There is still a lot of work to be done to align the standards with the limitations of resources.