Co-Chairs notes: Anthony asks: What should the future of the Distance Education Committee look like?

- Critical when evaluating and implementing a new Learning Management System, but, in between, we struggle for content and focus
- Peer review guidelines. Spring 2015, Melinda submitted guidelines. Cristina mentioned that general, online observation guidelines are included in the contract, but it may well date back to the 1990s.
- What is faculty responsibility for “regular, effective, substantive content.” This will be considered heavily in the next accreditation review.

Meeting called to order 3:15 pm

Minutes of October 7, 2015 Meeting [M/S/A Griffin/Salus-Singh]

**Drop-Out Detective** to identify at risk students in the online environment.

- Cristina brought this back to the Math Department and they laughed. Please use the $20,000 to better support the classroom. She will present the analytics software to SLAM in November
- Most online instructors are as adept at identifying struggling students as the analytic software. The software, however, does a better job of connecting students to counselors. Cristina recommends asking counselors, not faculty.
The tool is more valuable to connect students to counselors. How will counselors change their interactions with students based on this information? Unless counselors express that this will be adopted as part of their counseling protocol, what’s the point?

- Paul Burwick shared a video of how Canvas can identify at risk students to their instructors. We should make better use of these existing tools.

- Distance Education neither objects to, nor supports, this tool for faculty adoption and believes that it duplicates tools already available to faculty. DE also recommends that the counseling department examine the tool to determine its potential benefit relative to its cost of $20,000. [M/S/A Zimmerman/Berisso].

**Collecting input from on-line instructors regarding their migration to Canvas**

- Cristina collated responses from over 20 faculty members. This doesn’t include migration data from instructors teaching exclusively in Canvas

  - 70.4% have not tried to migrate from Moodle to Canvas
  - 14.8% have successfully migrated from Moodle to Canvas
  - 14.8% have failed to migrate from Moodle to Canvas
  - 2 faculty reported that migration from Moodle to Canvas exceeded 200 hours
  - One faculty member put more than 30 hours into the migration from Moodle to Canvas but didn’t succeed and is still teaching in Moodle
  - 8 (out of 19) instructors didn’t estimate the number of hours required to migrate. About 6 instructors estimate that it will take 10 to 20 hours to migrate

- Cristina is concerned that faculty drastically have underestimated the amount of time necessary to migrate a class from Moodle to Canvas. Our contract with Moodle expires June 30, 2016. Is it possible to extend Moodle beyond Spring 2016?

- Cristina compiled all instructors’ comments into a narrative.

  - Conversion of a class from one LMS to another is a “loss leader,” especially for part-time faculty.
  - Moodle Books, one of the most attractive features of that LMS, will not convert.
Perhaps use Federal Work-Study students to facilitate conversion?

Save a Moodle Book as a PDF and incorporate that into Canvas?

  o Boot camp (2 to 3 days) in January to facilitate faculty in their course conversions.

Distance Education committee has four recommendations regarding adopting the Canvas conversion:

- Face to face, on campus, “at your elbow,” Canvas training during the winter break (perhaps 2 to 3 days during the week of January 4 – 11, 2015).

- More support, including routine sharing of best practices, to ensure standardization of the student Canvas experience.

- FLEX day workshop on creating a “good looking homepage.”

- Stipend to faculty, equivalent to the new course creation stipend, for each course converted from Moodle to Canvas.

**Captioned video material in online classes**

Sandra Hamilton-Slane notes that some online instructors have been linking to streaming video content that is not closed captioned. Sometimes these links are to Youtube videos that aren’t necessarily licensed to be on Youtube nor is it captioned. DSPS proposes an audit of closed captioning of streaming media in online classes during Spring 2016. [M/S/A Hamilton-Slane/Van Orden]. Anthony, as Faculty Association President, will inform faculty of this survey. The goal of this audit is to collect data with the intent of developing policy. No action will be taken based on this initial, random audit.

Meeting adjourned 4:30 pm.

Next meeting: Dec 2, 2015, 3:00 pm, Room 2204.

Respectfully submitted 11/5/2015, Carolyn Salus-Singh