# DE Advisory Group Summary

Time: 11am to 12:00pm, Feb 13th, 2025

Zoom: <https://rsccd-edu.zoom.us/j/83707057842>

**Welcome and Introductions**

* **Report from SAC DE Coordinator – Jaki King**
  + CVC-OEI: [CVC-OEI CCMS Advisory Committee 02072025.docx](https://rsccd.sharepoint.com/:w:/r/sites/DEAdvisoryGroup/Shared%20Documents/General/Guidelines,%20Articles,%20and%20Reports/CVC%20and%20DECO%20reports/CVC-OEI%20CCMS%20Advisory%20Committee%2002072025.docx?d=w0c39d3814abd4b5c92f8f10501c712b1&csf=1&web=1&e=c2Ad8o)
  + SAC Quest for Online Success, revised and updated content to be added during Spring Break
  + OTC 2025 conference – June 16-18th in Long Beach
    - [Sign Up Sheet](https://rsccd.sharepoint.com/:x:/r/sites/DEAdvisoryGroup/Shared%20Documents/General/Workshops%20and%20PD/2025%20OTC_Interest%20List.xlsx?d=wac8dfd6555fd42bb85cbf33e55c3efdd&csf=1&web=1&e=e46jXP)
* **Report from SCE DE Coordinator – Dr. Jose Lopez Mercedes**
  + OTD Winter Cohort
  + CVC -[AI Train-the-Trainer Community of Practice: Spring 2025](https://onlinenetworkofeducators.org/ai-cop-2/)
* **ASG Report – Kimberly O'Neill**
* **Action:**
  + Review Respondus Pilot Rubric and Feedback – Jimmy Nguyen
  + Echo Ai for Video Captioning – Ambar Plascencia
  + Review Impact Template – Jimmy Nguyen
  + Verify PG Handbook/Mission/Goals:
    - [Participatory Governance Handbook](https://rsccd.sharepoint.com/:b:/r/sites/DEAdvisoryGroup/Shared%20Documents/General/Misc/SAC_PG_Handbook_May2023.pdf?csf=1&web=1&e=5nskZQ)
      * [Working Document](https://rsccd.sharepoint.com/:w:/r/sites/DEAdvisoryGroup/Shared%20Documents/General/Misc/PG%20Handbook%20Working%20Document%2024-25.docx?d=w0e7860980f48419e8415d98432d781a0&csf=1&web=1&e=QndvFw)
    - DE Advisory [Mission and Goals](https://sac.edu/AcademicAffairs/DistanceEd/Pages/DistanceEducationAdvisoryGroup.aspx)
      * [Working document](https://rsccd.sharepoint.com/:w:/r/sites/DEAdvisoryGroup/Shared%20Documents/General/Misc/Mission%20and%20Goals%20update%2024_25.docx?d=w9aa2f3ff63fa4571bcd5d405ead451a7&csf=1&web=1&e=kU67ur)
  + Current Pilots and New Features:
    - [Canvas Rubrics](https://community.canvaslms.com/t5/The-Product-Blog/Enhanced-Rubrics-User-Group/ba-p/612554)
    - Smart Search
    - [Multiple Due Dates for Discussion Boards](https://community.canvaslms.com/t5/Canvas-Releases/Canvas-Release-Notes-2024-11-16/ta-p/619423) – holding off until Summer 2025
* **Future Planning/Old Business:**
  + Goal: Affinity Group
  + Goal: Open call for faculty examples (assignments, quizzes, pages, discussions, etc.) to add to a SAC/SCE repository
  + Maintenance for faculty online training
  + Meta to Canvas
  + Providing faculty who completed OTC before Canvas with a badge
  + Others?
* **Other/Announcements**
  + Next meeting 02/27/2025 at 11am

# **Canvas Software Evaluation Meeting**

The meeting discussed updates and plans for various educational tools and initiatives. The campus OTC template is being revised for user-friendliness. The Canvas platform saw minimal activity during the intersession, with only one peer online course review and a CVC OEI advisory committee meeting. The SAT quest for online success was updated, and a switch to new content was planned for spring break to avoid disruptions. A sign-up sheet for an online teaching conference was shared. The Respondus pilot compared to Proctorio showed better support and accessibility, with a cost of $1.50 per minute for Rev and $0.65 for Echo Labs. Impact templates for Canvas messaging were reviewed, with plans to create generic templates for student and faculty communications.

## **Action Items**

* [ ] Provide a comparison of Respondus and Proctorio to the group by next week.
* [ ] Develop a list of potential messaging templates for students and faculty in Impact, and send it out to the group for ranking and feedback.
* [ ] Explore creating an equally effective accessibility document for Proctorio, similar to the one created for Respondus.

## **Outline**

### **Campus OTC Template Revision and Agenda Overview**

* Speaker 1 discusses the need to revise the current campus OTC template to make it more user-friendly and readable.
* Speaker 2 thanks Donna for the update and mentions the lack of activity during the intersession, with only one poker norming session and a CVC OEI advisory committee meeting.
* Speaker 2 explains the statewide Canvas improvements and changes, including a list of top five changes and additions.
* Speaker 2 introduces the next agenda item, the SAT quest for online success, and discusses the need to delete and insert new content to avoid breaking links and losing student badges.

### **SAT Quest for Online Success and Sign-Up Sheet**

* Speaker 2 provides an update on the SAT quest for online success, mentioning the need to delete and insert new content to avoid disruptions for students.
* Speaker 2 introduces a sign-up sheet for faculty interested in attending the online teaching conference, with funds available from the de office.
* Speaker 2 asks Jose to provide an update, giving him the floor to speak.

### **Jose's Update on OTD Cohorts and CVC AI COP**

* Speaker 3 shares that the OTD cohorts were successful, with collaboration from Dr. Mary and the ambassadors of compassion.
* Speaker 3 mentions the cancellation of a sports-related CE program due to LA fires and the preparation for its rollout.
* Speaker 3 discusses the application for the CVC AI cop, a training program for train-the-trainer, and the goal of training others on AI tools.
* Speaker 3 plans to lead a cop at Santa Ana College, starting with non-credit faculty and opening it up to anyone interested.

### **Introduction of Pets and ASG Report**

* Speaker 2 asks Jose to share information about his pets, and Jose introduces his dog, Angel.
* Speaker 2 mentions the ASG report but notes that Kimberly has no updates.
* Speaker 2 provides an update on pilots started last semester, including smart search, rubrics, and the Respondus pilot.
* Speaker 2 introduces Jimmy, who will present on the Respondus pilot.

### **Respondus Pilot Presentation**

* Speaker 6 shares his screen to present on the Respondus pilot, comparing it to Proctorio.
* Speaker 6 explains the benefits of Respondus, including ease of use, accessibility, and better support for students and faculty.
* Speaker 6 details the feedback from faculty across different disciplines, highlighting positive feedback and some technical issues.
* Speaker 6 presents a rubric for evaluating the pilot, rating various aspects such as ease of use, support, and accessibility.

### **Discussion on Respondus vs. Proctorio**

* Speaker 2 mentions the need to make a decision on whether to continue with Proctorio or switch to Respondus.
* Speaker 6 offers to provide a comparison between Respondus and Proctorio by the next meeting.
* Speaker 2 discusses the potential cost differences and the importance of support for students and faculty.
* Speaker 2 emphasizes the need to make a recommendation to the district and the Senate.

### **Echo Labs Captioning Software Pilot**

* Speaker 8 presents the findings of an internal pilot on Echo Labs, an alternative to Rev captioning.
* Speaker 8 explains the limitations of Rev due to YouTube's updated privacy policy, which affects third-party video links.
* Speaker 8 compares the ease of use, support, turnaround time, and cost between Rev and Echo Labs.
* Speaker 8 suggests a temporary split cost for both tools to address the current issues with Rev.

### **Impact Tool for Canvas Messaging**

* Speaker 2 introduces the Impact tool, a messaging and announcements tool integrated with Canvas.
* Speaker 6 demonstrates how the Impact tool works, showing various templates for different types of messages.
* Speaker 6 suggests creating generic templates for messages to be sent at the beginning and end of the semester.
* Speaker 2 proposes ranking potential messages for students and faculty to determine the most important ones.

### **Conclusion and Next Steps**

* Speaker 2 thanks Jimmy and Amber for their presentations and hard work.
* Speaker 2 mentions plans to meet with Jose next week to discuss further updates.
* Speaker 2 promises to send out notes from the meeting and any additional information gathered.
* The meeting concludes with participants expressing their appreciation and wishing each other a good long weekend.