# DE Advisory Group Agenda

Time: 10am to 11am, Sept 12th, 2024

Present: Jaki King, Maggie Manzano, Tj Naman, Ambar Plascencia, Lance Lockwood, Robin Leafblad, Martha Guerrero-Phlaum, Donna Khalid, Jeffrey Diller, Heather Arazi, Michelle Kimmel, Merari Weber, Rick Castillo, and Marty Rudd

* **Report from** [CVC Statewide meeting](https://rsccd.sharepoint.com/:w:/r/sites/DEAdvisoryGroup/Shared%20Documents/General/Guidelines,%20Articles,%20and%20Reports/CVC%20and%20DECO%20reports/CVC-OEI%20CCMS%20Advisory%20Committee%20Meeting%20Sept%206%202024.docx?d=w40488f4bee8342e097cd7f0eae863809&csf=1&web=1&e=FMD2XA) and [ACCJC Pilot DE Resources and Rubric](https://rsccd.sharepoint.com/:w:/r/sites/DEAdvisoryGroup/Shared%20Documents/General/Guidelines,%20Articles,%20and%20Reports/CVC%20and%20DECO%20reports/ACCJC%20Pilot%20DE%20resources%20and%20rubric%20for%20accreditation.docx?d=w2e64c89461f3408eb195dcd10143e183&csf=1&web=1&e=fqRbKP)
* **Instructional Designer Report:**
  + [New DE Handbook & Faculty Resources course](https://rsccd.instructure.com/courses/121440)

**Summary, meeting began at 10am**

The meeting discussed significant changes to Canvas, including the unexpected collapse of comments into one paragraph, the addition of a rich content editor for comments, and the automatic disallowing of threaded replies in discussions. These updates caused disruptions and frustration among faculty. The group proposed focusing future meetings on faculty and staff, with stakeholders providing updates. They also introduced a new, consolidated course page for distance education resources, replacing multiple pages. The smart search feature in Canvas was considered for a gradual rollout, with faculty feedback suggesting a wait until the end of the semester to avoid overwhelming faculty with too many changes.

## **Action Items**

* Jaki to reach out to representatives from SCE and SCC to present at the next meeting about Canvas issues.
* Maggie to demonstrate the SAC Quest Course in Canvas at a future meeting.
* Faculty to test the smart search feature in the resources courses and provide feedback.
* Jaki to send meeting notes to faculty.
* Jaki will report back from the statewide CVC OEI Common Course Management Committee

## **Outline**

### **Canvas Updates and Issues**

* Speaker 1 expresses frustration over Canvas's recent changes, mentioning that comments have been collapsed into one paragraph, which they find problematic.
* Speaker 2 notes that Canvas has made several unannounced changes this semester, including the addition of a rich content editor for comments, which allows for bullet points and links.
* Speaker 3 agrees, mentioning that these changes have disrupted existing content and that the new rich text editor is a positive but disruptive update.
* Speaker 4 shares a similar issue with the discussion board, where students cannot reply to each other due to a toggle switch that was automatically set to disallow threaded replies.

### **Discussion Board and Assignment Issues**

* Speaker 4 continues, explaining that the discussion board expired, and students cannot reply even when the due date is extended.
* Speaker 3 confirms that the disallow threaded replies issue occurred late in the summer and affected courses copied over before the semester started.
* Speaker 5 mentions that these changes were discussed in an Online Education Committee meeting, where faculty expressed frustration and requested a return to the previous setup.
* Speaker 3 suggests that the group should focus on faculty and staff in future meetings and seek report-outs from stakeholders like the district's SEC and SAC.

### **Canvas Changes and Protocols**

* Speaker 3 discusses their appointment to the California Virtual Campus OEI Common Course Management Committee and the need for better communication about Canvas changes.
* Speaker 6 asks about the protocol for reporting Canvas issues, and Speaker 3 suggests notifying the distance education office.
* Speaker 2 emphasizes the importance of faculty reporting issues to the distance education office to help them track and address problems.
* Speaker 6 mentions an issue with announcements being emailed to students, which stopped in the middle of the semester, and confirms the protocol for reporting such issues.

### **Faculty Involvement and Future Meetings**

* Speaker 3 proposes having representatives from the district's SEC, SAC, and other stakeholders join future meetings to discuss issues and decisions.
* Speaker 3 suggests inviting Scott James from SEC and Dr. Jesus Miranda from SCE to the next meeting to discuss contract negotiations and other important topics.
* Speaker 3 outlines the plan for future meetings, including inviting Michael Ward and Jackie Margo from OER CTC to provide updates.
* Speaker 3 thanks everyone for their contributions and mentions the next meeting will be in two weeks at 11:00 AM.

### **Instructional Designer Report**

* Maggie shares her screen to introduce a new course that consolidates various resources into one location, making updates easier and more accessible.
* The new course includes the distance ed handbook, faculty resources, and upcoming PD workshops, replacing multiple pages on the website.
* Maggie explains the benefits of the new course, such as smart search functionality, which allows users to find specific items easily.
* The course also includes a repository for faculty resources, such as tech tools and Canvas guides, and a list of past workshops.

### **Smart Search and Faculty Feedback**

* Maggie demonstrates the smart search feature, which allows users to find published and unpublished pages, and suggests enabling it in courses.
* Speaker 3 asks the group if they should inform faculty about the smart search feature immediately or wait until the end of the semester.
* Speaker 4 and others express concern about introducing too many changes at once, suggesting a gradual rollout in the spring semester.
* Speaker 3 agrees to wait and gather more feedback before promoting the smart search feature to faculty.

### **Final Remarks and Next Steps**

* Speaker 3 thanks everyone for their participation and mentions that notes from the meeting will be sent out within a few days.
* The group discusses the importance of faculty involvement in decision-making and the need for better communication about Canvas updates.
* Speaker 3 emphasizes the value of the group's feedback and the importance of addressing issues to improve the overall Canvas experience.
* The meeting concludes with a reminder of the next meeting date and time, and thanks to Maggie and Jackie for their hard work on the new course and resources.

**Meeting concludes at 10:58am**