Committee Members (*Attendees via CCC Confer)

☐ Lucy Alamillo
☒ Elana Azose (EA)
☐ Kevin Degnan (KD)
☐ Sara DiFiori (SD)
☒ Mark Fields (MF)*
☒ Renee Galbavy (RG)
☐ Laurie Houske (LH)
☐ Kurt Hull (KH)
☐ Janice Pon-Ishikawa (JPI)
☐ Rhea Lewitzki (RL)

☐ Pete Marcoux (PM)
☒ Crystle Martin (CM)
☐ Mary McMillan (MM)
☐ Thomas Noyes (TN)
☒ Gema Perez (GP)
☒ David Reed
☐ Margaret Steinberg (MS)
☐ Lauralee Welsh (LW)
☒ Moses Wolfenstein (MW)

Welcome

MW called the meeting to order noting that he would ask for revision to both November and December 2019 minutes prior to the first meeting in 2020.

Item 1 - Updates

GP - Course site updates, winter and spring 2020 have both been pushed, Moses has sent email about site combinations, 2/5 or 2/6 to actually execute site combinations. Students added to courses early for Spring 2020 to optimize troubleshooting. Plan to return to adding students at 10 days prior

GP - Spring passbook targeted by end of Spring for those keeping grades in Canvas. This doesn't account for different division requirements. E.G. spreadsheet requirements for BSS and Humanities. True test will be over drop for non-payment (over weekend) and registration updates.

GP - Canvas grade book can use comments for incomplete. Additional discussion about grade book.

Item 2 – Online Student Surveys

GP - Survey preliminary report: Faculty evaluation student surveys have been disseminated through Canvas. Some heavy Canvas users opted out of using Canvas to disseminate surveys. Out of 402 course sections (not including combined sections). 9 had 100% return, 70 below 50% return, 380ish were between 50-99% return. The divisions cooperated by having staff go to classes to encourage survey participation. Unclear on return rate difference from paper forms. Gema is conducting a SWOT analysis

CM - HSA had better rate of return on Canvas than previous.

RL - Overwhelming amount of comments compared to prior years.

GP - Moving forward it's less work on office staff and pushing any missed sections is easier.

CM - As far as we know this will continue forward unless Senate pushes to go back to paper. ITS has no plans to replace the role, so the position has been converted to support other softwares.

CM - For librarians piloted using Qualtrics and it went well. Qualtrics would not have been scalable for all faculty.

RL - As we are working towards faculty evals for DE classes, we need to change some of the items (e.g. Keeping office hours)

GP - Additionally certain items aren't included if you teach online or honors, working with IT to rectify that.

Item 3 - Panopto

We have a contract, free January through we will have a remote training. Three-year contract. Unlimited storage. Auto-translate. Can upload videos from other services.

Item 4 – Other Business

POCR Questions: Some incentive is a key element, Flex monitoring, what do reviewers have access to.

Add OEI Finish Fast to the Student DE Page

Promote Finish Faster, not many faculty know about it

Next Meeting: March 10, 2020