



Santa Ana College
Distance Education Advisory Group
Minutes – September 20, 2017

To: Distribution

From: Cherylee Kushida, Chair, Distance Education Advisory Group

District Mission: The mission of the Rancho Santiago Community College District is to provide quality educational programs and services that address the needs of our diverse students and communities.

College Mission: The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological and workforce development needs of our diverse community. Santa Ana College provides access and equity in a dynamic learning environment that prepares students for transfer, careers and lifelong intellectual pursuits in a global community.

Distance Education Mission: Our mission in Distance Education at Santa Ana College is to provide our students and faculty with the highest quality distance education program. We accomplish this mission by assuring that coursework for our students provides the depth and breadth of a quality post-secondary degree education while insuring the use of leading edge technology and excellence in teaching.

Members Present: Jodi Coffman, Zach Fish, Mary Funaoka, Elliott Jones, Jaki King, Annie Knight, Ali Kowsari, Cherylee Kushida, Rick Manzano, Shahbazian, Roy.

Topics:

- **Canvas Problem Update**

- Excerpt from an email to VP Academic Affairs, Carol Comeau:
 - Recent Problem Update (brief):
 - Thursday 9/07, there was an accidental overwrite by ITS on production Canvas courses (265+ courses) at 11am. Faculty were notified and began working on fixing their courses.
 - Friday, 9/08, ITS and Canvas were running against a deadline of capturing course data before it was automatically erased from their Beta site. There was miscommunication. Rather than provide the prior course data to ITS, Canvas downloaded the beta files to production. All course content was duplicated.
 - In Canvas, notifications are sent to users when "new" assignments, quizzes, discussion boards, virtually anything that is added. All students were bombarded with notifications for items they thought they had completed. Some resubmitted under the "new" assignments.
 - Fallout: Faculty that had successfully manually fixed their courses on Thursday had even more rework after Friday. The amount of time to dissect duplicate material and delete has been an unexpected burden on faculty. Some deleted the wrong assignments with student submittals and have needed quite a lot of assistance to get back old assignments. I know there are some classroom faculty that we will still need to work with into next week.
 - Recommendations/Concerns:
 - The Canvas project requires more oversight and priority from ITS.
 - A working project tasklist is needed for this project from ITS.
 - Concern that faculty do not think that Canvas is a stable application to move to, or that ITS is not able to support it. Either way, they will not readily move to Canvas.
- Carol acted quickly. ITS took action to provide increased project oversight and working project tasklist. Moving forward, it does appear that this project will receive improved and sufficient visibility at ITS. We are in an improved place.

- **Canvas Training Plans**

- Canvas Mentors visible on website
- Open Labs listed

- Clarity of the SAC Online Teaching Requirement is needed on the Canvas Migration site. (completed 9/25)
- Suggestions:
 - Send out Tips!
 - Starter topics: Discussion board, Inline Preview, DB settings, Outfacing Syllabus
 - Remind faculty weekly to migration to Canvas for Spring
- **Canvas Template**
 - Home Page
 - Get rid of banner – use SAC logo next to course name, section number, instructor. Short table?
 - Tighten up Home page? Shorter?
 - Canvas Syllabus
 - Insert placement for instructor syllabus pdf under page title
 - Then, "Syllabus Summary:" followed by existing items
 - Course Information
 - Add 1st page of "Welcome to "_____ " place for instructor to include course welcome message
 - Change "Welcome Video" to "Canvas Course Tour"
- **Canvas Badge Status**
 - More information at next meeting
- **GET FACULTY TO TRAIN THIS SEMESTER AND MIGRATE TO CANVAS IN THE SPRING**
- Online Degree Pathway – 12 Spring graduates (most are CSUF transfer)
- Divisions need more FTE – SUGGEST Online courses- Easy courses to add to schedule!

Next Meeting: October 18, 2017, 8:00 – 9:30am, A-101

Members:

Jodi Coffman
 Zachary Fish
 Mary Funaoka
 Crystal Jenkins
 Elliott Jones
 Jaki King
 Annie Knight
 Ali Kowsari
 Cherylee Kushida
 Rick Manzano
 John Ross Jr.
 Dennis Sadler
 Roy Shahbazian

cc: Carol Comeau