eLC Meeting Agenda

Winter 2024 | Online

February 8, 2024

Meeting Information & Link

Provider: Zoom
Link:
https://us02web.zoom.us/j/82687914166?pwd=T3NRbVkxTWprdW9yS0NmakNHZGVKdz09
Meeting ID: 826 8791 4166
Passcode: Chocolate
Fully Virtual

AGENDA: February 8, 2024

Reminder: All times and topics are subject to change (before your very eyes).

8:30 AM (30) SET UP, SIGN-IN, DANCE PARTY!

- Please Sign-in on the Attendance Form
- Please add your College Updates (1234)
- Meeting Guidelines determined by our Bylaws
- Add your Shout Outs!

9:00 AM (30) CALL TO ORDER (Press Record)

- Establish Quorum
  - Quorum established (Hannah Lovett)
- Welcome
- Introduction of New Council Members, Liaisons & Other Guests - Name, Institution,
  - New to the council?
    - Read our Welcome on our Google site!
      - The Council Objectives section explains the purpose of the ELC.
      - The Current Workplan section outlines our collective work goals.
    - Be sure to go to the New Members page and follow the steps
    - You are welcome here :)
  - Land Acknowledgement - Whitney Boswell
    - We would like to acknowledge the Federally Recognized Muckleshoot Indian Tribe, the ancestral keepers of the land we are gathered on today. We thank them for their immense contributions to our state and local, history, culture, economy, and identity as Washingtonians.
    - A History of the Muckleshoot Canoe Journey https://youtu.be/Bcsn7JLeg8E
  - Labor Acknowledgement - Sheila Northrop
    - We pause to recognize and acknowledge the labor upon which our institutions are built. We remember that our country is built on the labor of enslaved people who were kidnapped and brought to the US from the African continent and recognize the continued contribution of their survivors. We also acknowledge all immigrant labor including voluntary,

involuntary, trafficked, forced, and undocumented peoples who contributed to the building of the country and continue to serve within our labor force. We acknowledge all unpaid care-giving labor and that our institutions rely on hourly, student, contingent, and unpaid labor and we recognize those contributions.

- ■ Resources
    - ● [How to Make a Land Acknowledgement](#)
    - ● [Land and Labor Acknowledgements](#) (courtesy of LLC)
- ○ [ELC EDI Statement](#) - Hannah Lovett
- Overview of Today's Agenda
- Announcements:
    - ○ Council Fee Vote Results
        - ■ 24 response, 16 yes, 9 no, and 3 abstained
        - ■ Vote passed to change the ELC dues to a $400 flat fee per year.
    - ○ Reminder to pay your dues for 23-24 Year at $100 (almost no one has paid)
        - ■ Please pay your dues as soon as possible via the online system (credit card) or via voucher.
        - ■ [Payment and budget information](#) on the ELC website.
    - ○ ID Retreat is in May ELC Meeting (Tuesday May 21)
    - ○ PD Calendar Updates - Jeremy Winn
        - ■ Guava (sp?) Jordan has offered to help us facilitate our PD calendar
        - ■ We have had good attendance at the shared PD sessions
        - ■ If you are offering PD on your campus please consider sharing it to the [calendar](#) so everyone from the SBCTC can attend.
        - ■ You can also sign up to receive calendar invites to all trainings.
        - ■ Shout out to Kevin for his work on the calendar and fixing any glitches that we run into.
    - ○ Website Updates - Kevin Bowersox-Johnson
        - ■ Events that are more than one day may only get one calendar invite with the additional days listed in the description to avoid issues.
        - ■ [Sign up](#) to the listserv to receive PD invitations.
- Review and approve prior meeting minutes: [Fall Meeting Minutes Link](#)
    - ■ ***Motion to approve the minutes made by Amy Rovner***

- - ***Seconded by Sheila Northrop***
  - ***Motion passes***

10 AM (60) SBCTC Updates [Slides]

- ELC Question for Michael Brown: Course Sharing
- Questions:
  - Can you describe this request/project? (WAOL??)
  - Any updates about software (outside product, ctcLink, current course sharing)?
  - Are registrars, schedulers, and VPIs in this conversation?
  - What support do you need froHas quality assurance for online courses been discussed? Training and experience for faculty is different at each college.
    - RSI
  - NWCCU ELC?
- Discussion Notes:
  - Reps for the group Michael is running?
  - Moving toward direct course sharing.
  - Process is paused at the moment.
  - Michael was working with a company that could work seamlessly with ctcLink.
  - Michael learned that there was course sharing facilitation capabilities in ctcLink. Michael is working with ctcLink to upgrade those capabilities but is still working on getting answers.
  - Timeline to upscale ctcLink: by Summer/Fall 2024
  - A suggestion was made for a letter of support from the council and/or individual colleges.
  - Suggestion: It would be great if our group could come up with talking points, suggested text, etc. so that we all don't have to start from scratch in writing the letters. I can have our VPI and maybe the President sign one, I think, once written.
  - We need cooperation from ctcLink
    - Suggestion: ask for timeline
  - Company that the SBCTC brought in: Quottly - Course Sharing, Articulation & Dual Enrollment
    - https://www.quottlyinc.com/
  - Concerns about the basic functionality of ctcLink without adding new processes/features
  - Question: Is Datalink similar?
  - Question: Do we (SBCTC) own the ctcLink? If so, we would be the programmers and the vendor would no longer be involved.
  - Question: Do we need a task force similar to the modality task force?
    - This project is larger than ELC

- The operational group is made up of individual college reps. They make decisions around ctcLInk.
- IC should also be involved.
- LLC would have no ownership but would join the group.
- Include DEOC
  - Suggestion: I think it would be helpful to have a basic description of the project from y'all, so we could write something up for IC, as a letter to them of our support.
  - Michael would like the support of the system in this project.
    - Put a request together for Michael to bring to IC.
    - Suggestion: Template letter with a spot for specific interests for the individual councils to fill out and sign.
      - Michael will work on the template this upcoming week, review with his team, and bring it to ELC.
    - Get the councils involved first, then bring to VPIs and presidents.
    - Involve ctcLink governance group. Have them as a guest speaker?

SBCTC Updates

  - Panopto- 5-7% increase
    - Michael's budget covers the increase
    - We are on the Emerald Tier for pricing
      - Which is why we are emphasizing retention policies at individual colleges
        - Note: The state's retention schedule for instructional recordings is 6 years after the end of the academic year.
        - Asking Panopto to provide usage reports for individual colleges
          - Waiting for approval
        - Colleges would not receive bills of overages until 2025
    - There is an unlimited plan so we don't have to worry about overages.
      - Waiting for approval.
      - Michael is advocating for this plan.
    - We are renewing
      - Suggestion: Should we look at other vendors in the future?
    - From Kathy Chatfield:
      - [WA retention schedule:](#)
        - Section 7.4, Curriculum Development, on page 52. Our Retention Manager received an email response from the State's retention specialist that confirmed recordings are under this section.

- - - Ben Whitmore mentioned that their retention folks said this had to do with the curriculum review process, not necessarily specific instructional materials
  - Seattle Colleges is taking a tiered approach with retention policy. On February 1st they are moving from 4 years to 3 years for archiving. 27,000 videos archived including Zoom recordings. No concern or complaints from faculty.
  - Pricing:
    - Emerald 150,000 FTE for 3 years (7/1/2024-6/30/2027) + 62 authorized support contacts ($1000 per contact)
      - Year 1: $570,985
      - Year 2: $610,953.95
      - Year 3: $641,501.65
    - Emerald 150,000 FTE for 5 years (7/1/2024-6/30/2029) + 62 authorized support contacts
      - Year 1: $560,312
      - Year 2: $588,328.18
      - Year 3: $617,744.59
      - Year 4: $648,631.82
      - Year 5: $681,062.40
    - Unlimited 3 Year (7/1/2024-6/30/2027) + 47 authorized support contacts (15 included in the plan)
      - Year 1: $600,000
      - Year 2: $642,000
      - Year 3: $686,940
    - Unlimited 5 Year (7/1/2024-6/30/2029) + 47 authorized support contacts (15 included in the plan)
      - Year 1: $580,000
      - Year 2: $609,000
      - Year 3: $639,450
      - Year 4: $671,422.50
      - Year 5: $704,993.63
  - Michael is filling in for Monica Olsson
    - Ally updates:
      - Upcoming sessions through the listserv
  - Canvas updates
    - Prioritizing this to bring to Instructure
    - Asking estimates for cost increases
      - We should know by early March
    - Working with eTag to address concerns in the new contract
    - Canvas renews at the end of June
    - Concerns about Canvas archiving and retention

- - - Canvas just acquired K-16 for archiving
  - CATO (Vicki Walton)
    - New meeting series while Monica is out
    - Canva
      - Vicki did an accessibility evaluation with Venngage as there are accessibility concerns around Canva.
      - Canva output is not accessible.
      - Use Venngage instead for infographics.
      - Venngage is accessible with a couple of issues.
      - Seattle Colleges is happy with Venngage.
      - Potential issue with purchase as they are out of the US
  - eTutoring (Sarah Bergfeld)
    - Work on admin pages continue
    - Tutor training materials have been updated.
  - Training & Labs (Alissa Sells)
    - Canvas 101 is running and not offered in June
      - How are colleges tracking completion,
      - Hoping that colleges will accept issued badges rather than certs.
        - Badges seem okay with more respondents in the ELC chat.
    - Course Design Lab
      - Back to Fridays
    - Badge lab is the first Wednesday of each month
    - Canvas Credentials
      - Admin webinar around implementation coming up
        - Monday, February 12th at 2-3:30
        - Invite people!
        - Will be adding to the PD calendar
        - Training is focused on badging not micro-credentials.
        - [Badge lab](#)
    - WA Checklist
      - [New homepage](#)!
      - New WA checklist badges
        - [Public issuer](#)
        - [Feedback Google Doc](#)
  - Canvas Data 2 (Paul Kremmer)
    - Working with Instructure to move data
    - Working on defining reports to run against the data
    - AI?
      - Maybe for interpretation of data?

- - - ■ Use caution
      - Canvas Integration & ctcLink (Paul Kremmer)
        - Automate cross-list with ctcLink
      - eTutoring (Paul Kremmer)
        - Paul has been working on the new application
      - OER (Boyoung C.)
        - Estimated savings of 17 million dollars for students for the 2022-2023 academic year
        - Estimate saving of 8 million dollars for 2023-2024 academic year so far
        - Data is available for year college, pulled from the SBCTC data warehouse.
      - WA Open Proftech Project (Monique Belair)
        - Piloting the 6 textbooks this fall and winter
        - 2.1 million 2nd grant for more proftech programs
        - In need of IDs for this project (cohort coordinators)
      - Corrections
        - Andy Duckworth couldn't be present today

11 AM (10) Break [pause recording]

11:10 AM (20) IC Council and Commission Reports

Committee for Accessible Technology Oversight (CATO) - ELC Liaisons Jeannie Henkle & Amy Rovner; SBCTC Liaison Monica Olsson

- Notes
  - No updates

Continuing Education Council (CEC) - ELC Liaison TBD

- [CEC Website](#)
- Notes

  - No updates

  - Mattias is stepping down as Liaison, anyone willing to volunteer?

    - Hold off until we hear from IC

  - Coordinate chairs of counsels that report to IC meet together rather than go to everyone's meetings.

    - Chairs attend IC and have some built in to meet.

- - - ■ Marin Cockroft will bring idea back to IC

Educational Technology Advisory Group (ETAG) - ELC Members Marc Lentini, Kevin Bowersox Johnson, & Dawn Hawley

- Notes

    - Establishing benchmarks based on issues that we have had around software updates and implementation based on the work of the Canvas admins group .

        - We have specific asks, including developing relationships beyond our CSMs

Information Technology Commission (ITC) - ITC Liaison Emma Janssen, ELC Liaison Chris Medina

- [ITC Website](#)
- Notes
    - No updates

Instruction Commission(IC) - IC Liaison Martin Cockroft, ELC Liaison Jeremy Winn

- [IC Website](#)
- Notes
    - The Learning Innovations workgroup met to work on their workplace which centers on works tied to LLC and ELC.
    - IC was supportive of annual fee increase.
    - Colleges are doing great work around AI, however we may be aiming too low.
        - Focus on system and policy level changes.
        - IC will raise the priority level of AI.
        - How can the ELC AI Workgroup be connected to the larger work and what IC is doing? How can we coordinate across commissions and explore potential impacts in our areas and colleges?

Library Leadership Council (LLC) - ELC Liaison Dawn Hawley & Tim Fuhrman

- [LLC Website](#)
- Notes

- The next LLC meeting is March 14th
- At the Fall meeting at RTC, they make revisions to their 23-24 workplan. They landed OER, information literacy, and EDI.

12:00 Lunch (60) [pause recording]

1:00 PM (30) Interest Groups

- *NOTE: Use this time to work and to set up time to meet regularly outside of ELC. Email [Kevin Bowersox-Johnson](#) for a folder/webpage on ELC website.*
- Groups
  - Instructional Design
    - Discussed ID retreat
    - Discussed ongoing projects
    - Geoffrey Cain shared about temp IDs hired for a project & his podcast
    - Looked at Canvas tools extension from Chrome
      - Changed view for students (overlay)
    - [Beth's Pizza Recipe](#)
  - Regulatory (NC SARA, RSI, Accessibility)
    - Discussed RSI compliance and what we are attempting to do on our campuses
    - Accreditors are looking for proof of RSI for year 6 & 7
    - DOE Rulemaking sessions and how that applies to distance education
  - Canvas Admin
    - They plan to continue to the workgroup
    - Clarified what the group is for new folks
    - Logistics for meetings

1:30 PM (10) Interest Group Share Out

- Notes

1:40 PM (40) EDI Reflection - What is your why?

- Personal Reflection **-** [Jamboard](#) (10 minutes)
- Small Groups (25 minutes)
  - Choose a few of the questions/answers to talk about with your group. What stood out most to you? What's most important to you?
- Notes
  - Interested to learn more about what ed tech tools are beneficial and which ones have been proven to be harmful.

2:20 PM (15) Break [pause recording]

2:35 PM (60) Work Groups

- *NOTE: Use this time to work and to set up time to meet regularly outside of ELC. Email Kevin Bowersox-Johnson for a folder/webpage on ELC website.*
- Important:
    - Join one work group for the year.
    - Workgroups should meet regularly throughout the year outside of ELC meetings.
- Purpose:
    - Work plans updated with goals for the year
    - Schedule meetings for next three months
- Make sure you have leadership
- Groups
    - EDI
        - Focused the goals, 2-ish
    - OER
        - State Law identifies low-cost threshold at $50
            - Is it time to review and suggest a change?
            - Want to make it practical, but also don't want to put more financial hardship on students
            - Survey to ask about this, but also expand to asking questions about school book stores, labeling policies, student OER platform choices, AI
        - Connect with LLC's workgroup on OER about that work ^^
        - Still looking for textbook authors for the new proftech grant. They are looking at creating 7 news titles, but they need at least an additional 2..
    - PD/WACC
        - Asking for help for WACC 2024!
        - It will be held at TCC and will be in both in-person and online formats
        - Please sign up to attend! The early bird ends on the 16th.
        - Two keynote speakers
        - 5 distinct tracks
        - Looking for speakers and volunteers
        - Keep an eye on the website for updates
        - Tentative schedule

3:35 PM (10) Work Group Share-Out

- Notes

3:45 PM (15) Upcoming Meetings

Upcoming Meetings

Quarter	Dates	Location	Comments
Spring 2024	*May 21, 22, 23*	*Spokane-Hybrid*	*May 21 = ID Retreat* *May 22-23 = ELC* *Traveling on Fridays isn't great* *ATL Conference May 2, 3 in Yakima* *Hotel info coming soon - Ben*
Summer 2024	*July 31 - Aug 1* *Alternative: July 17-18*	*Grays Harbor-Hyrid*	*LLC is looking at meeting July 10-11 and is ok with Grays Harbor* *Instructure is July 9-11* *July 23-25 Corrections Conference*
Fall 2024	*?*	*?*	*?*
Winter 2025	*?*	*Online/Regional*	*?*

- Past Meetings Information (need link)
- Volunteers:
    - Summer - Greys Harbor (LLC is on board for that)

4:00 PM ADJOURN [stop recording]

eTeam Debrief Scheduled: March 5th Week

Follow-up and Next Meeting Topics
- Retention Schedule for instructional materials - clarification of what and when
- Michael Brown will create a template for Course Sharing Letter, Sharing that with other councils
- Kevin will schedule meeting for AI with
    - Martin
    - Kevin
    - Christie
    - Hannah
    - Jeremy
    - Whitney