eLC Meeting Agenda

Winter 2023 | Online

Feb. 16, 2023

Meeting Information & Link

Provider: Zoom
Link:
https://us02web.zoom.us/j/81749884160?pwd=NVU2QjNTZXhzeVh0Q08yV1kyQTg1dz09
Meeting ID: 817 4988 4160
Passcode: 023039

Day 1 Meeting Recording Information

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AGENDA Day 1: Thursday Feb. 16, 2023

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 Winter 2023 eLC SHOUT OUTS

9:00 AM (15) CALL TO ORDER (enable captions & Press Record)

- Establish Quorum
    - Quorum established
- Welcome from the Chair
- Hybrid Meeting Expectations
    - In person:
    - If you have a laptop, please join us on Zoom with your audio and microphone OFF. This allows you to engage fully with folks attending over Zoom.

    - Tabletalk during presentations should be a whisper to your neighbor or use Zoom whispers.
    - If your comment is not directed to an individual, please put it in the Zoom chat to **Everyone** or raise your hand in Zoom to share.
- 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 and Labor Acknowledgement - Moment of Silence
        - How to Make a Land Acknowledgement
        - Example Land and Labor Acknowledgements (courtesy of LLC)
        - Food Sovereignty: https://youtu.be/RGkWI7c74oo
        - Molly of Denali: https://www.youtube.com/watch?v=h0Bz408Y5DU
        - Find out what indigenous groups are where you live: https://native-land.ca
        - ELC EDI Statement
- Summer Suggested Action Items (action items in marked as ACTION)
- Review and approve prior meeting minutes: Fall 2022
    - ***Motion to approve the minutes made by Sarah Griffith***
    - ***Seconded by Brandy Long***
    - ***Motion passes: Yes***
- Overview of Today's Agenda
    - Regional Groups
    - EDI Training
    - SBCTC Report Out
    - Workgroups (work plans)
    - Budget, Website & Calendar
    - Workgroups reconvene
    - Council and Commission Reports
    - Digital Campus Tour (Volunteer Needed!)
    - Taskforce and Interest Groups Cakewalk
    - All work aligns to the IC Workplan ELC Deliverables

        - Produce and disseminate webinars/pd relevant to remote and virtual teaching. Increase involvement with prof-tech faculty, simulation software, and emphasize DEI priorities for prof-tech faculty.
            - Expand RSI training
            - Develop statewide PD calendar
            - DEI faculty skills spotlights
            - Criterion for EDI
        - Revised and updated OER list for WA45; Expand OER for 70 highest enrolled courses.
        - Approved IC Council workplans with EDI goals (2022-2023 Draft)
        - List of EDI PD offered at each council
    - Call for additions to the agenda.
- Announcements:

9:15 AM (30) 5 Regional Groups (5 breakout rooms)

- Suggested topics:
    - What barriers do you experience with council work? Do you feel supported by your leadership to do council work?
    - Any good recipes you want to swap?
    - How can we ensure that our council remains a welcoming space for all of our colleagues?
- Regional Members & Reps (update members as needed)
    - 1. East-Central Puget Sound Region (Marc)
    - 2. Northwest Region (Claver)
    - 3. Eastern Region (Jackie)
    - 4. Southwest Region (Kathy)
    - 5. South and West Puget Sound (Dale)

9:50 AM (60) Council EDI Training (Alissa & Jeremy)

- How Technology Makes Us Lonely
    - APA Statement
- Review Humanizing Online Courses by Michelle Pacansky-Brock
    - https://humanizeol.org/
- Slides
- Discussion Notes

Break (15) [pause recording]

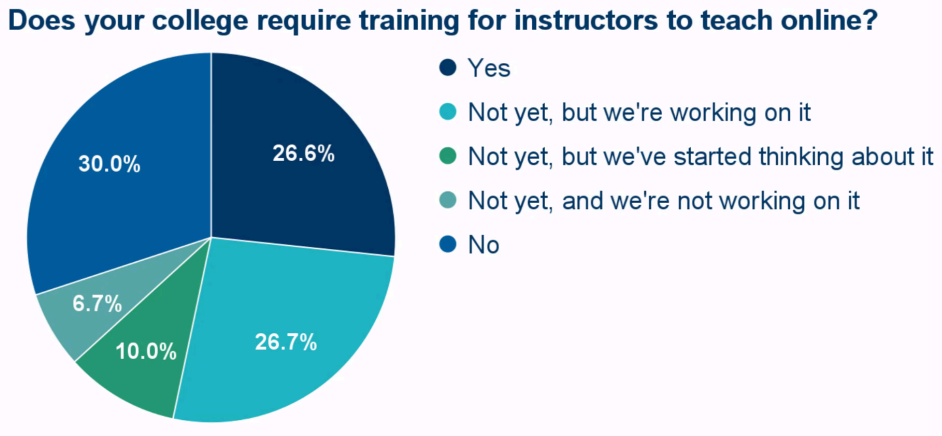
11:00 AM (45) SBCTC Reports [Slides link]

Michael A. Brown - Director of Educational Resources & Innovation

- Notes
  - Course Sharing is being looked into (APConnectNW; Quottly; Pilot program); will be sending survey, please take!
  - Panopto ends June 24; any changes will be brought to us and we'll have input

Alissa Sells - Instructional Design, WA Course Design Checklist

- Notes
  - No Canvas 101 Training in June
  - Course Design Lab 11-noon Fridays
  - Badge Lab First Wed of Month 10-11
  - WA Checklist and Training (meeting 2/23)
  - Required Training for Online Teaching Survey Results (27 colleges/34 - although 36? answered)



  - Are you using home-grown training? Are they available in commons?
    - Hannah Lovett
    - Jeremy Winn (RSI)
    - Beth May (always under revision)
    - Marc Lentini (in commons, needs revision)
    - Geri Hopkins (Canvas)

Boyoung Chae - OER/Open Ed

- Notes
  - OER Labeling - Tacoma, Lower Columbia, and Olympic are top three users

    - Pressbooks - all have free 1 yr subscription Nov 22-Nov 23; resources are available!

Ray Pulsipher/Andy Duckworth - Open Prison Education (OPE) (after lunch)

- Notes
    - What WA does is very unique across the country
    - May 21-23, 23 in Spokane - WA Corrections Education Conference
        - Any resources on outcomes?
        - Open lab on Canvas for corrections instructors, anyone interested in participating?
    - Challenges around transitioning corrections students moving to online eLearning courses?
        - Kristin Copeland

Monica Olsson - Accessibility

- Tickets submitted - ALLY Update Fix
    - https://help.blackboard.com/Ally/Ally_for_LMS/Administrator/Release_Notes
- ED Commons and ctcLink ongoing on Accessibility

Brook Bane - SBCTC Ed Tech & Student Success

- Notes

Paul Kreemer - Canvas, ctcLink, Ed Tech Commons

- Notes

Sarah Bergfeld - eTutoring

- Notes

Claudine Richardson/Monica Wilson - Guided Pathways, CoP for Professional Developers

- At a conference

11:45 PM (15) Meet with Your Work Groups (breakout Rooms)

- Update your Workplan and upload to the website
- 2022-2023 Workplans
- Updates

Current Active Groups

- Open Educational Resources (OER) - Deborah

- Equity, Diversity, & Inclusion (EDI) - Whitney & Ekaterina
- Professional Development/WACC - Sarah & Tim
- Canvas Data - Collective
- Regulatory [on hiatus]
-

12:00 Lunch (60) [pause recording]

1:00 PM (30) Budget, Website & Calendar

Treasurer's Report (Sue Riddle)

- Report
- Budget Spreadsheet

Web Team Report (Kevin Bowersox-Johnson & Whitney Boswell)

- WA State eLearning Council (google.com)

Professional Development Calendar Report (Jeremy Winn)

- Please add your events, co-promote and forward emails!
    - Link to Submit Events https://forms.gle/ZPuoQRcsiqkRkVA8A
- RSI Training, seize the moment
- AI Trainings coming soon

1:30 PM (60) Meet with Your Work Groups cont'd (breakout Rooms)

- Make progress towards your workplan, aim to finish priority items (40 minutes)
- Remember to schedule additional meetings as needed
- Report outs (20 minutes)
- 2022-2023 Workplans

Current Active Groups

- Open Educational Resources (OER) - Rebecca, Geri & Liu
    - Pressbooks coming! 🙂
- Equity, Diversity, & Inclusion (EDI) - Whitney & Ekaterina
    - Draft of Equity Rubric for Tech!
    - Next ELC meeting we'll have constellations 2hr EDI training for ELC
- Professional Development/WACC - Sarah & Tim
    - WACC 100 attendees, enough presenters
    - Need help: numbers for food, attendance, swag

    - Assistance at conference: can help out with directing people on day of in-person, free attendance to conference
        - Email cfierro@rtc.edu
    - Do you have a meeting room for 500+? Need at least 5
    - If you have linkedin - share Christie's post
- Canvas Data - Collective
    - May have to be put on hold
    - Ethics of data use
    - Canvas Data 2 is coming (email our CSM to get on list for it)
        - Plan to pull this into DataLink
- Regulatory [on hiatus]

Break (15) [pause recording]

2:45 PM (30) COUNCIL & COMMISSION REPORTS

"The Washington Association of Community and Technical Colleges (WACTC) is the organization of community and technical college presidents. WACTC develops policy recommendations to the State Board for Community and Technical Colleges (SBCTC) and to the system in conjunction with eight commissions and their councils.

- Commissions act on matters referred by its members and WACTC, common issues, develop uniform procedures for member colleges when appropriate, and work with SBCTC and stakeholders.
- Councils report to commissions and focus on subject areas, professional development and compliance."

Committee for Accessible Technology Oversight (CATO) - Jeannie Henkle/Amy Rovner/Monica Olsson may have additional info to share during the SBCTC updates.

- Notes
    - WA Accessibility Lab - 6 schools and SBCTC
    - OKTA Accessibility is postponed

Continuing Education Council (CEC) - Ann Garnsey-Harter/Amy Rovner/Brandon Fryman

- CEC Website
- Notes
    - Working on improving communication to students with DEI lens
    - Corporate training for CE as possibility

Educational Technology Advisory Group (ETAG) - Marc/Kevin/Claver/Michael

- Notes
    - New Pricing Model for Panopto
        - Need to archive videos that aren't used with new pricing model
        - Only change to pricing will be if you go over the allowed limit

Information Technology Commission (ITC) - ITC Liaison: Emma Janssen; eLC Brandy Long

- ITC Website
- Council Reports ITC Notes

Instruction Commission(IC) - IC Liaison: Stephanie Delaney; Dawn Hawley/Kevin Bowersox-Johnson

- IC Website
- Notes

Library Leadership Council (LLC) - Dawn Hawley/Tim Fuhrman

- LLC Website
- Notes
    - 2.H.1 Consistent with its mission, the institution employs qualified personnel and provides access to library and information resources with a level of currency, depth, and breadth sufficient to support and sustain the institution's mission, programs, and services.

3:45 PM (45) Interest Group and Taskforce Breakout Tour

Due to limited time and many asks, instead of having a report out for this meeting, we are asking all interest groups and taskforces to host a breakout room. Participants should aim to stop in to each breakout group to learn about and share feedback on the initiatives that each group is working towards.

Instructional Design Interest Group - Whitney Boswell

- https://join.slack.com/t/sbctcids/shared_invite/zt-1pahks8kn-ByISjlCtmpL8RMxKRbqIzw
- Form to fill out for ID Retreat

LMS Admin Interest Group - Tammy Becker

- https://tinyurl.com/canvas-admins

- Notes

Pressbooks Admins - Boyoung Chae

- Notes

AI Taskforce - Christie Fierro & Meg Spivey

- Notes
    - Join Taskforce: https://docs.google.com/document/d/1huc_s7_EFpWoPAjLqrtE2ASdcOgtdTdRUlFDXQDp8V8/edit?usp=sharing

Course Modality Taskforce - Kevin Bowersox-Johnson

- There are a few of eLCers that are on the state-wide committee to discuss Course Modalities with the Data Governance team.
- We are looking to find out how colleges use modalities to apply fees, communicate to students, report data, etc.
- The goal is to update current terms and determine if we need to add missing modalities to the data governance glossary – translating to ctcLink. For example, is there a need for a new hyflex modality to be added to the glossary/ctcLink?
- We'd love your help.
- A Modalities Spreadsheet was created that you all can edit. At the bottom, there is a tab for each current modality.
- ACTION: Please go to each tab, find your college in the left column, and tell us whether you use that modality at your college, how you use it, and any impacts there are for its use – for example, this modality is used to apply a fee to support the eLearning department at our college. Please put as much detail as possible.
- Feel free to share this link with others at your college that may have additional information about this that you are aware of (schedulers, registrars, financial aid staff, etc.). For example, feel free to share this financial aid staff, as they may indicate ways that modalities impact registration and student funding opportunities (e.g., international student visas are impacted by the number of fully online courses they take).
- The purpose of this activity is so we have a complete understanding of how modalities are used and the impact it would have if we recommended changes to it.
- **The deadline for this is Monday, February 27, 2023.**

- Modalities Spreadsheet
- Notes

WA Checklist Training Group - Alissa Sells

- Notes

Before you go…

Spring Meeting

- Meeting Modality
  - Hybrid
- Host Site Possibilities
  - Lower Columbia College - LCC
  - https://goo.gl/maps/b5qi4phzoijhRYBs9
- Meeting Date
- Cakewalk historical info
- Notes

Upcoming Meetings

Quarter	Dates	Location	Comments
~~Summer 2022~~	~~*July 20 & 21*~~	~~*RTC Hybrid*~~	~~*InstructureCon - July 14*~~
~~Fall 2022~~	~~*November 2 & 3*~~	~~*RTC Hybrid*~~	
~~Winter 2023~~	~~*Feb 16*~~	~~*Virtual*~~	~~*Regional*~~
Spring 2023	*May 17 & 18*	*LCC-Hybrid*	*Action: Create confirmation modality form*

4:30 PM ADJOURN (STOP RECORDING)

Have a great Spring!

eTeam Debrief

-Budget Proposal

- We can't meet our mission if our doors aren't open
- Mission: We are a council with reps
- Two options based on what we need to be self-sustaining

-Connie Broughton Award

- 4 Nominees
- eTeam chooses
- Sarah Friffith will put on Word doc
- Vote and runoff or meet and discuss? Hybrid
    - First read through and make decisions
    - Can meet if we want to, major split

-Listserv access

- No filter right now for who is on listserv
- Move to vote at next meeting: Marc Lentini, secondary Jeremy
    - Have a attestation form
- Other options
    - Have everyone in ELC resignup using new attestation
    - Do that every x date in year
- Do we allow emeritus users?
- Reminder about what to in email or not
- Purpose of listserv align to audience of listserv

-Spring elections

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