

Joint eLC & LLC Meeting Agenda

Summer 2023 | Wenatchee Valley College

Wednesday, July 12, 2023

Day 1 Meeting Information & Link (LLC and eLC)

Provider: Zoom

Link: <https://us02web.zoom.us/j/86131466710?pwd=Nzg3NFdLSlJpQlB2Nk5BNHpYV1ZOdz09>

Meeting ID: 861 3146 6710

Passcode: SummerFun

Meeting Room @ Location: Van Tassell Center 5015A (Cafeteria Conference Room)
([LLC Agenda](#))

Wifi Network WVC WiFi

Wifi User WVC_Wifi

Password GoKnights!

Day 2 Meeting Information & Link (Just eLC)

Provider: Zoom

Link: <https://us02web.zoom.us/j/83293166476?pwd=MUw1azMrZjF0MFZxTW9iaUFOdlJldz09>

Meeting ID: 832 9316 6476

Passcode: SunnyDays

Meeting Room @ Location: Wenatchi Hall: 2105

AGENDA Day 1: July 12, 2023

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

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

- eLearning
 - Please Sign-in
 - [eLC Attendance Form](#)
 - Please add your [College Updates \(1234\)](#)
 - Meeting Guidelines determined by eLC [Bylaws](#)
 - Add your [Shout Outs!](#)
- Library
 - Please Sign-in
 - [LLC Attendance Form](#)
 - [LLC Agenda](#)

9:00 AM (30) CALL TO ORDER [start recording]

- VPI at Wenatchee, Dr. Tod Treat
- Welcome!
 - Whitney and Gerie Introductions
 - Whitney Boswell from Green River new chair of ELC
 - Gerie Ventura from Highline is the new chair of LLC
- Establish Quorum eLC (*remove one*)
 - Quorum established...yes
- Acknowledgements & Statements
 - [Land and Labor Acknowledgements](#) (LLC)
 - Land Acknowledgment by Tod Tree VPI from WVC
 - WVC Native Language - <https://www.wvc.edu/academics/humanities/languages/native-american.html>
 - AIIS Program- <https://ad-wb-wvc01.wvc.edu/academics/AIIS/>
 - [ELC EDI Statement](#) (eLC)
- Overview of Today's Agenda (eLC)
 - Call for additions to the agenda.
 - Guided Pathways?

- Digital Repositories?
- Announcements:
 - LLC's first hybrid in-person meeting since 2019! Congratulations!
 - ELC/LLC: Think about if you'd like to host future meetings
 - Walla Walla would like to host

9:30 AM (30) eLC/LLC Community Building

- Community Building Activity Explained (5 min; Gerie - LLC)
 - Alternative CV- learning a lot about each other!
- 5 minute break- come back at 10
- ~~● Breakout groups LLC/eLC mixed with each group (20 min; Niki - eLC)~~
- ~~● Transition Time (5 min)~~

10:00 AM (60) Accessibility

- **Accessibility Conversation:** [Discussion](#) (eLC Whitney)
 - All Together
 - What issues are you seeing around accessibility? **Faculty Participation/Awareness and Software purchasing are the main themes**
 - Accessible Stem Content -formulas (Kevin, Seattle Colleges)
 - OER Math Content- share? (Gerie, Highline)
 - Faculty are sometimes slow to respond to accommodation notices. Also STEM courses and screen readers. (Dawn)
 - Best practices for printable materials
 - South Carolina Digital Accessibility Roadmap- https://www.sc.edu/about/offices_and_divisions/digital-accessibility/documents/uofsc-arm.pdf
 - Currently developing a proposal for pro-active captioning so that our faculty have a resource to have their videos professionally captioned in advance, rather than only for accommodations.
 - Also, exploring new features in ChatGPT4 Plus, which allows the submission of complicated graphs which don't have alt-text, and can develop written explanations of those graphs/images. (Ben - Spokane CCS)
 - Loss of ADA content with college structure changes (Chris)
 - VPATs and 3rd Party accessibility
 - Math accessibility being addressed in part through: <https://www.wamap.org/>
 - Holding companies accountable to their roadmaps and updates

- What is our purchasing criteria for software purchasing?
How long do we give companies to make changes?
- All software purchases must pass an accessibility review, in addition to security, etc. but we have many items that are on one year contracts, conditional contracts, etc. Many have been grandfathered in and so it's a long term work in progress. (Amy)
- Policy in place: <https://ocio.wa.gov/policy/accessibility>
- Are VPATs accurate at face value, they need to be tested that they pass accessibility criteria and plan ahead for accommodations
 - Vicki Walton will work towards a solution at the SBCTC level with Monica as many colleges don't have the budget/time for extensive testing. Vicki welcomes questions from the colleges.
- One year conditional contracts are hard for some schools
- Vendors should be doing the work around accessibility as it benefits them
- CATO may be working on a checklist and purchasing
- Accessibility Brief-
<https://www.cptc.edu/sites/default/files/2021-10/accessibility-issue-brief.pdf>
- Instructor pushback
- As Cascadia is co-located with the UW Bothell campus, we are linked with the University of Washington Libraries. The UW Libraries have been doing an accessibility analysis for electronic resources. Here are some results:
<https://www.lib.washington.edu/services/accessibility/e-resource-testing> (Richard Lewis)
- Accessibility repository- current goal
 - Edtech Commons can be used (associated with eTag)
 - Doesn't currently include library software
- What successes have you had in accessibility?
 - New position ([Accesible Tech Specialist](#)) for Seattle Colleges
 - At Shoreline we have an Assistive Tech Specialist who works 50% on assistive tech in SAS and 50% for eL on digital accessibility. (Amy)
 - We also had great success a few years ago with a Learning Community on campus re: Digital Accessibility. That group had champions across campus and helped to write our Accessible IT policy, faculty help drive the need to caption all video, lots of collegial pressure, etc. That all dried up during the pandemic and ctcLink but we are reinvigorating that this Fall. We have also been

advocating that knowledge of accessibility is required in many position postings for leadership in C&M/PIO, VPI, faculty, etc. (Amy)

- Our eLearning Specialist position was written to include accessibility design & review components. (Dawn)
- At Columbia Basin College, we have a strong team of professionals in our Accessibility departments. Hiring has been a challenge. (Lori)
- List of accessible databases (Geri):
<https://suffolk.libguides.com/c.php?g=654172&p=4590096>(Jeremy)
- (Sue) included software testing in online teaching requirements
- Issues with Canvas's accessibility reporting--does not identify instructors
- Need to accessibility-focused positions
- What professional development or training do you have for accessibility for staff/faculty?
- [Breakout Rooms by College](#) (15m)
 - What is the current structure of your accessibility area at your college?
 - What would you like your structure to be, or what are you thinking of changing? Do you see your departments as being part of that, if so how? If not, why not?
- Share Out
 - Anyone want to share who loves their structure and it works well?
 - Using Ally's reporting tool
 - Pushback due to faculty privacy concerns
 - Shout out to the Accessibility Microcourse Team! Excellent resource! (Geri)
 - Resources for Accessible Tech staff:
<https://ghc.instructure.com/courses/1948122>
 - See anything in the future structure area that you'd like to learn more about from a college?
 - I appreciated [Cascadia's accessible barrier reporting tool](#). (Jennifer D.)
 - Opportunity for shared position between colleges? (Jeremy)

11:00 AM Break (15) [pause recording]

11:15 AM (20) SBCTC Share Outs [[Slides link](#)]

Monica Wilson - Guided Pathways

- Notes: New team at SBCTC- Director of Student Success and Retention. There are additions to the team and new positions opening soon around policy. Team will be fully staffed by fall. Surveys went out in February to the colleges to gather qualitative data. Separate annual report that focused on dollars received from the legislature, due August 1st, went out to VPs and Presidents. Met with all the technical colleges in spring to talk about opportunities and challenges. Another gathering will take place August 9th for rural colleges at Highline. Talk to your VP if you are interested in attending and are at a rural college. Student Success Summit (virtual) with a new faculty track will be taking place in September, looking for folks that attended NCORE to present at the Student Success Summit (NCORE Encore). Focusing on getting a calendar out around professional development. Actions: continuing with community clusters (looking for overlaps across colleges), continuing monthly lunch and learns, new faculty institute will return in fall, teaching and learning will be in spring, coaching and leadership academy, Guided Pathways 101+ (potentially hybrid), continuing to collaborate.

Michael A. Brown - Director of Educational Resources & Innovation

- Notes: Move forward with Panopto renewal, Beginning negotiations based on feedback. 5 year contract ending in 2024. 198 responses to feedback survey, will resubmit in fall, hoping to get more feedback from students. [Survey Link](#)

Boyoung Chae - OER/Open Ed

- Notes: Newsletter. Please send submissions out by the 9th or 10th of the month. There has been an increase in usage of the OER label in classes. 10 million in cost savings for students in 21-22 and 12 million in 22-23 (minus spring). Thank you! Reach out to highest label users for strategies. Pressbooks subscription ending in November. Faculty members will retain access to their books created this year including edits. Utilize the resource page to get started. Monique Belair- Peer review of open textbooks created by WA Open Proftch Grant. Piloting Fall 24 and Winter 25. OER 101 registration is open for the upcoming section.

Alissa Sells - Accessible IT

- Notes: Web Accessibility Learning Lab concluded in April. Thank you to the participants! Web accessibility testing- Accessibility issues in OKTA dashboard and mobile app. Feedback sent in to OKTA reps on June 26th. Meeting is set to discuss. Not all schools

are using OKTA. Use testing guidelines by CATO for HCX 23.2 testing. Testing of Legacy Link and Legacy Transcript. Working with Paul and Chris on eTutoring web app.

- Accessibility Microcourse Preview:
 - Slides: <https://bit.ly/AccessibilityMC>
 - SBCTC Library of Accessibility Resources: <https://bit.ly/AccessibilityLibrary>
 - Registration: <https://bit.ly/SBTC-EdTech-Registration>
 - SBCTC Accessibility Issuer public page: <https://bit.ly/SBCTC-AccessibilityBadges>

Sarah Bergfeld - eTutoring

- Notes: Northeast consortium has been folded in to create a national consortium. Tutor-facing pages have been updated and are more accessible and are almost ready for testing.

12:00 Lunch (60) [pause recording]

1:00 PM (20) Council and Commission Reports

Instruction Commission(IC) - Stephanie Delaney, Jeremy Winn, Greg Bem

- [IC Website](#)
- Notes:
- [IC Meeting Jamboard](#)
- Discussed land acknowledgement and what we are doing as next steps. Onboarding, advising, and mentoring for new VPIs. (Add doc later). IC [work plan](#). IC focuses on how we (ELC) can better support them and how they can support us. Discussion of LLC can have a voice in the IC work plan. Discussed AI literacy and how to take an all-hands-on-deck approach and how to best get our voices heard. Discussed the importance of faculty professional development, lack of faculty attendance- linked back to VPI onboarding. Discussed course sharing, something similar to the WAOL system, There is a lot of interest, it could be a transformative equity strategy. Still a lot of questions and concerns. Making sure that the importance of LLC and ELC are recognized and how leadership can advocate for our work. Demand for eLearning, but there is a decline. Discuss our systems' role in climate changes. Climate Solutions @ WA CTCS – discussed the need to fill green jobs (WA is #3 in green job growth),

decarbonize our colleges.

<https://www.sbctc.edu/resources/documents/colleges-staff/grants/climate-solutions/climate-solutions-program-brief.pdf>

Irene Shaver - ishaver@sbctc.edu if you'd like to get involved

Library Leadership Council (LLC) - Past Chair LLC

- [LLC Website](#)
- Notes: Discussed work plan, but didn't come through consensus on communicating shared goals and needs with IC. Excited to be here as it has been since 2019. Lynn is jumping in as secretary. Accessibility task force has been formalized to follow up on surveys that LLC members and library staff completed around accessibility training. Making accessibility a part of the new work plan.

Current leadership of LLC:

Gerie Ventura, Chair

Jeannie Henkle, Chair Elect

Susan Schreiner, Treasurer

Lynn Kanne, Secretary

Greg Bem, Past Chair

eLearning Council (eLC) - Past Chair eLC

- Notes:
Task Forces-
 - AI- will here from later
 - LMS Admin- address relationship struggles with Instructure around Canvas
 - Professional Development- WACC is back! This year's conference was flexed. Awarded the Connie Broughton Award. Started a shared [calendar around professional development](#). Come join us and share with your faculty!
 - EDI Workgroup- had trainings with the Conteslations Group
 - OER Workgroup- Rebecca (new group leader) will update.

Committee for Accessible Technology Oversight (CATO) - Jeannie Henkle, Amy

Rovner

- Notes: Were scheduled to meet July 11th but were unable to meet. WAMAP is a math tool that members of CATO were working on around accessibility issues. Chromebook accessibility is also being looked at (built-in tools and how they can be used with assistive technology). Zack, who is leading this work, is looking for help if anyone is

interested (testing magnification, Dragon, and voice control specifically). Similar meeting with Instructure account accessibility.

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

- [CEC Website](#)
- Notes: The [Dear Colleague letter](#) will change accessibility expectations for CEC courses.

Educational Technology Advisory Group (ETAG) - Marc/Kevin, Dawn Hawley, Howard Fuller, Leslie Potter-Henderson

- Notes: Working with Panopto and Instructure on contract renewals

Information Technology Commission (ITC) - Chris Medina, Brandy Long, Leslie Potter-Henderson

- [ITC Website](#)
- No Updates

1:20 PM (70) Generative Artificial Intelligence (AI)

- Khanmigo & ChatGPT Demo (Whitney, 15m)
 - Discussion Questions
 - What are the benefits? What are the drawbacks?
 - Would your institution do a college level subscription? Why/why not?
- [Jamboard](#) Activity (Whitney, 50m)
 - Notes
- AI Task Force Info (Christie Fierro, 15m)
 - Notes
 - Ask for Co-Chair! Email Christie Fierro (email here) CFierro@rtc.edu
 - Jeannie Henkle from Wenatchee Valley College is interested
 - Took a break in June, will pick back up
 - Feeling very overwhelmed, we're not looking big enough at the impact it will have on education and the system/colleges
 - Adding the work of the task force to our jobs that exist already
 - Transforming our work and how we do it and what we do
 - Need to adjust our work to look bigger in AI Task Force
 - TEDTalk - Christie will share
 - https://www.ted.com/talks/eliezer_yudkowsky_will_superintelligent_ai_end_the_world
 - Citation for ChatGPT:
<https://vinuni.libguides.com/c.php?g=958486&p=6956788>

- Other Notes:
 - Scott McClean shared the following article:
<https://www.insidehighered.com/opinion/blogs/online-trending-now/2023/06/21/building-new-model-teaching-and-learning>
 - Jeremy Winn shared:
<https://www.cnn.com/2023/04/22/bill-gates-ai-chatbots-will-teach-kids-how-to-read-within-18-months.html>
 - IC subgroup on innovation talked about AI use and funding for AI.
 - Issues brought about ethical considerations of use of AI or getting a subscription to an AI product. Cost of AI and carbon footprint. Focus on product rather than process in education.
 - Could be approached by typical RFI, options, committee, test demos, pilot, evaluation
 - AI taskforce is working on an ethical framework - good first step
 - How do we define learning? Getting students in place where they're in a place ready for the messiness of learning.
 - Geoffrey Cain shared: Open source alternatives to ChatGPT:
<https://bdtechtalks.com/2023/04/17/open-source-chatgpt-alternatives/>
 - Jacquelyn Ray shared:
<https://www.nytimes.com/2023/07/07/magazine/artificial-intelligence-workplace-et-hics.html>
 - Whitney Boswell shared:
<https://vinuni.libguides.com/c.php?g=958486&p=6956788>
 - Incorporating soft skills into college outcomes
 - From David Speil:
 - [Google Launches Generative AI Learning Path: A Comprehensive Guide](#)
 - [Seven new no-cost generative AI training courses to advance your cloud career](#)
 - [Generative AI learning path](#)

2:30 PM Break (15) [pause recording]

2:45 PM (45) Work Groups

Subgroups (45 min)

- Instructions (5 min) - eLC Whitney
 - If you're in one of these subgroups for your counsel, go to that breakout room. If you're not in one of these subgroups for your counsel, go to the breakout room that interests you the most. When you get in, choose a facilitator and notetaker, then start with one of the guiding questions. Guiding questions are to help get the conversation started, you don't have to answer all of them.
 - Goal: Determine if you can learn from or help each other.
 - Guiding Questions

- What projects is your group working on?
 - What issues are you seeing?
 - What would you like help with?
 - What are you doing well?
 - How might we help each other?
- [Breakout Groups](#) (30 min) - eLC Niki
 - EDI (Equity, Diversity, Inclusion)
 - OER (Open Educational Resources)
- Share out to whole group (10 min)
 - [Notes From Both Groups](#)
 - [ELC Work Plan Draft](#)
 - How is the OER group looking at data?
 - There is a specific database from Washington's 100 highest enrolled courses
 - How are we gauging what OER resources are being used and contributed to?
 - [OER Work plan](#)
 - [WA Digital Equity Work Plan](#)
 - [More on Digital Equity](#)

3:30 PM Adjourn for the day! [stop recording]

Dinner

- Wenatchee Dinner Reservation
- Other Dining Options

AGENDA DAY 2: Thursday, July 13, 2023 (Just eLC)

8:30 AM (30) SET UP, SIGN-IN, Dance Party!

- Please Sign-in
 - [eLC 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 **[start recording]**

- Establish Quorum
 - **Quorum established**
- Introductions of New People - Welcome!
 - No new members identified.
 - 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 :)
- Announcements:
 - Canvas Meeting with Carolyn next week Wednesday
 - Please attend the Canvas meeting changed to the next Wednesday,
 - Canvas Update (Whitney)
 - **A11y conversation with Engineering & Documentation (Meeting 6/23/23)**
 - Instructure Attendees
 - Gentry Beckman, Sr. Director of Engineer Operation & lead of Instructure Accessibility Guild
 - Daniel Sasaki, Sr. Accessibility QA Engineer
 - Jes Carey, Accessibility QA Engineer
 - Renee Carney, Director of Community
 - SBCTC Attendees:
 - Monica Olsson, Policy Associate – Accessible IT Coordinator

- Jack Nguyen, Olympic College, Accessibility Coordinator
- Michael Hansom, Highline College, Accessible Technology
- Meeting Summary: Discussed four main topics as identified by Monica:
 - Inbox Messages: Improvements in development are currently in Beta environment and are set to be rolled out into Production in the July 15 release.
 - Video Comments: Documentation team to get the process for adding captions in Speedgrader added to a guide.
 - New Quizzes: Lots of improvements here over the past few years, as specific concerns come in from faculty Jack and Michael will gather notes and pass them along. Instructure is committed to fixing accessibility bugs and if those are identified, they can be sent directly to A11y Support: at support_a11y@instructure.com
 - Lack of Robust Documentation: Process has been to put keyboard shortcuts in the product directly, however [they are also listed in the community here](#). Confirmed that New Quizzes will be added to this documentation soon as well.

■ **A11y conversation with Canvas Support (Meeting Scheduled for 7/19/23)**

- Instructure Attendees
 - Scott Dennis, Director of Frontline Support
- SBCTC Attendees
 - July Monthly Canvas Meeting
- Outcome: Identify breakdowns in Customer Support where our team has failed to understand A11y technology challenges so we can properly train our frontline support team. Identify paths for SBCTC to report tickets that were not handled correctly.

■ **Flexibility in grading conversation with Product (Meeting 6/20/23)**

- Instructure Attendees
 - Jody Sailor, Director of Product Management (Grading & Assessment)

- Ryan McMahan, Lead Product Designer
 - Sam Garza, Associate Product Manager
 - Jace Gilbert, Sr Director, Solutions Engineering
- SBCTC Attendees
 - Alissa Sells, SBCTC
 - David Owens, Everett Community College
 - Bobbi Johnson, Wenatchee Valley College
 - Heather Ryan, South Puget Sound Community College
 - Sue Riddle, Olympic College
- Meeting Summary: Discussed labor-based grading focused on equity and student success. Flexibility in grading gives users options, right now it feels like they are “hacking the system” to accomplish outcomes. Bobbi and Heather shared examples of the workarounds they are using (checklists that help students visualize their results.) Sam shared some updates on the Roadmap including “Letter Grade Only” (showing qualitative grades only.) Asked for the group to continue to share their ideas in the Themes & Ideas in the community. Product team is currently regrouping and will follow up on what can/will be done to address the ideas and concerns raised in the conversation.
- **Canvas Mobile App with Product (Meeting Scheduled for 7/17/23)**
 - **If you would like to attend, please email Whitney or Carolyn.**
 - Instructure Attendees
 - Jozsef David, Sr Product Manager (Mobile)
 - Balint Bartok, Engineering Manager (Mobile)
 - Gyorgy Horvath, Sr Product Designer (Mobile)
 - SBCTC Attendees
 - Whitney Boswell, Green River College, eLearning Council Chair
 - Tye Durbin, Whatcom Community College, LMS Admin
 - Justin Kornheisl, Olympic College, LMS Admin
 - Outcome: Deep dive into how Canvas Mobile App is built, designed and limitations to mobile applications. Discuss reported

failures with the mobile app and how SBCTC and have product/engineer solve the reported issues through support tickets.

- **Action: Ask Carolyn if the previous session were recorded. Whitney will ask that the meetings will be recorded going forward.**
- Dues: Today we'll ask for work groups to submit requests for funds for 23-24, between now and fall meeting the eTeam will use the Constellations framework to review dues in an equity centered way and bring back our findings and a proposal.
 - Dues Discussion: The OER workgroup identified that experts/stakeholders (like OER librarians) should be invited to participate in ELC. It might be a burden if colleges have to pay more for guests that attend and do work for ELC. Suggestion: dues only increase if meals are involved. If there are more expenses, we have to cover those expenses. But if folks are attending over Zoom, no additional expenses would be necessary. Focus: How can we ensure the way we collect dues is equitable, not driving folks away, and moving the work forward. Jeremy will be proposing amendments to the bylaws around dues.
- Review and approve prior eLC meeting minutes: [Spring Meeting Minutes Link](#)
 - **Motion to approve the minutes made by *Jeremy Winn***
 - **Seconded by *Sue Riddle***
 - **Motion passes: *Passed***
- Overview of Agenda
 - Call for additions to the agenda - lightning round!
 - Additional Lightning Round Topic: Fraudulent Students- How are colleges handling it?
 - Budget Share Out- Sue
 - Calendar Report Out- Jeremy
 - Web Request- Kevin

9:30 AM (30) Proposed Revisions to Constitution and Bylaws

- Introduction (Jeremy)

- [Proposed Revisions Document](#)
- Discussion:
 - Do we have anything for the ELC SAN Representative for the state (Gwen, now), or are we waiting for this until 2025 when we can vote for it?
 - Concerns about confusion around changing past charity to chair mentor
 - Concerns about omnibus vote
 - Individual votes requested
 - Purpose of Bylaws: Bylaws are frameworks and not operational
 - We are bound by the Washington Open Meetings Act
 - Does not apply to the listserv as we are not voting/council conducting business over the listserv
 - Email would be different, as it would be sent to voting members only
 - Discussion of access to listserv, etc.
 - Access to the listserv is at the discretion of the officers and the institution of employment
 - We are establishing bylaws around access to the listserv, recommendation from Jeremy is to approve this today and amend it again in the future
 - The last time the bylaws were amended, it was an intentional group effort.
 - Recommendation (Kevin):: to have the bylaws amended as a group or by workgroup. Pause the conversation and move it to a small group to make recommendations.
 - Recommendation (Whitney): Amendment 1-7 could be voted on today, Amendments 8-11 could be taken to the Exceture Team as it ties to the bylaws discussion.
 - Recommendation (Jeremy): Move forward with the omnibus vote. It has been an open process if not a collaborative one. Folks have had two months to review amendments. If 2/3s vote against, we will move forward in a different way.
 - Move forward with the Omnibus vote and go from there.
- Vote in Chat (Omnibus vote first option; if not do individually 10 amendments)
 - **Omnibus 1**
 - **Motion to approve the proposed revisions made by (Jeremy)**
 - **Seconded by (Brandy)**
 - **Motion passes: No**
 - **Amendments 1-3**
 - **Discussion:**

- Concerns about language. Blue text is the proposed bylaw, the rest of the text is commentary.
- Amendment 1: doesn't include the online meeting coordinator and the web manager and two new proposed positions
 - These positions are not decision making positions and not included in the executive committee
 - Motion to approve the proposed revisions made by (*Sarah*)
 - Seconded by (*Jeremy*)
 - Motion passes: (*yes*)
- Amendments 4, 5, 7 (*Rescinded*)
 - Discussion: (Kevin) Keep bylaws flexible to adapt to the needs of the group and not operationalize the bylaws.
 - We can't make changes to amendments at this meeting.
 - Motion to approve the proposed revisions made by (*Whitney*)
 - Seconded by (No, *Rescinded*)
 - Motion passes: (*No*)
- Notes:
 - Proposed changes in blue.
 - Proposing (Sarah) not to move forward with the rest of the amendment votes. Workgroups and/or meetings and/or ELC group discussions.

10:15 AM Break (15) [pause recording]

10:30 AM (60) Work Groups

- Overview of Breakout Rooms: Organize, Name, Choose Leads, Goals/Work Plan 23-24, Funding Requests for 23-24 (Whitney)
- Link to [Work Group Work Draft Plan](#)

11:30 AM (20) Work Groups Share Out

- EDI- several members on leave. Working on a rubric to evaluate training for anti-racism. They are requesting the same amount of funds as last year. Professional Development may take on sending out an EDI-related newsletter going forward.
- State Admin group - scheduled another meeting for beginning of August and sent out info to eLC listserv if anyone wants to join. Have a general set of goals/outcomes.

- Professional Development- work on transferring work plans to the new document. Just make a few changes from the previous year. Add something around supporting the shared professional development calendar. Discussing how the PD group will contribute to AI. Will start meeting about WACC 2024. Theme will be Empower to stress the point that folks have felt disempowered over the last couple years and to provide resources for staff, faculty, and students to feel empowered. March 28th & 29th at TCC. Request to reallocate funds saved from the Connie Broughton award to WACC. Confirmed that this is a possibility or request from ELC general funds. Recommendation (Sarah): Offer funds to attend WACC to previous recipients as they were not able to attend as well as the new recipient. Proposal (Alissa): Asking more money for WACC. Recommendation (Sue): Increase the fees for WACC as we did not break even for the last conference. Estimate for up front costs as well as general budget. Recommendation (Christie): advocate for professional development and value that comes from WACC to VPIs. Maybe get promotion help from Carolyn at Instructure. Jeremy will bring this to IC.
- OER- got a couple of SBCTC updates from Boyoung. There has been some turn over in the workgroup. Work Plan is in place. They were asked to add a goal to the work plan around AI, but they didn't feel ready yet but are going to find other ways to work on it.

12:00 Lunch (60) [pause recording]

1:00 PM (20) SBCTC Share Outs Continued [[Slides link](#)]

Paul Kreemer - Canvas, ctcLink, Ed Tech Commons

- Notes: About half the colleges have Canvas Date 2. There is no user interface, just command-based at this time. Working towards using Datalink. Working towards moving ctcLink grades into Datalink. Ed Tech Commons is available through the direct link and LT!! Paul is happy to answer questions. Send Paul anything that you would like added to the Ed Tech Commons. eTutoring is getting a new interface. There is dark mode! The tutor portion is being tested at the moment and the admin portion will be coming soon. Looking into piloting adding modality tags/instruction mode to Canvas with a couple of colleges. Your bug reports help refine the Canvas integration. Send them to Paul. Email Sarah if you want information about eTutoring: sbergfeld@sbctc.edu

Alissa Sells - Instructional Design, WA Course Design Checklist, Canvas Credentials

- Notes: Registration is open from Canvas 101. Course labs are moved from Fridays to Mondays in summer. Badge lab continues to meet at 10 the first Wednesday of the month. The new Canvas Credentials admins will be joining us at one of those meetings in the future. Canvas 101 has been updated. Aliss will get feedback from the current cohort and continue to adjust. Canvas is removing videos from Vimeo to short form

videos. Video links embedded and shared will need to be updated. Alissa met with Carolyn and IDs from around the state about flexible grading. Alissa is experimenting with a shared resources page in Canvas. Please share resources for Alissa to share. The last colleges will be added to Badgr/Canvas Credentials. Contract amendments have been signed by Alissa and Instructure. The Canvas Credentials training is available through your Help link in Canvas. Monica is talking to Canvas about Canvas Credential's accessibility.

- Preview Canvas 101 revisions: <https://sbctc.instructure.com/courses/1899056>
- New Shared Resources Dashboard: <https://sbctc.instructure.com/courses/2381962>
- Share a Resource: https://docs.google.com/spreadsheets/d/1W_-9HaRXRcnAAjDEgwgowUDNvocZCeQazk0bNbLVGHU/edit?usp=sharing
- Badge Lab Resources: <https://sbctc.instructure.com/courses/2280569>

John Michel - Open Prison Education

- Notes: Big project: off-state network. Academic OSM. Secure internet into the prisons. A few sites are actively on this network. More prisons will be added in the near future which in the next year. In addition, online GED testing will become more stable for students.

Guava Jordan - Assessment, Teaching and Learning

- Notes: Guava is collaborating with Alissa around Canvas Credentials. Working with Jeremy on promoting the PD calendar. She is connecting with teaching and learning centers to create a COP centered around teaching and learning. Facilitating PD for new faculty this fall centered around student success and a conference in spring.

Thank you SBCTC staff for your presentations and support!

1:20 AM (10) eTeam Share Out

- Budget Share Out - Sue
 - Revenue is up due to incoming fees that were collected
 - WACC was over budget
 - Think about increasing membership and WACC fees- discussion coming soon.
 - Email Sue if your college isn't currently a member or you have membership questions.
 - Has a meeting with ctcLink folks around budget discrepancies. More info coming in fall.

- Kevin is helping IC create a pay portal similar to what we use.
- Calendar Report Out - Jeremy
 - Use the [event form](#) on the ELC website to add your PD events to the ELC PD Calendar!
 - If you want a calendar invite to the events in the PD calendar you can sign up at the [bottom of the PD page](#) to get those. (Note: other folks that have signed up will also be able to see your email).
 - [Let us know if you have topics that you want to present on!](#)
- Web Request - Kevin
 - Please check the [membership](#) and [regional rep](#) pages on the ELC website to make sure that they are accurate!
 - Send a picture of yourself or something that represents you to Kevin so he can add it.

1:30 PM (30) Digital Equity Plans (Jeremy)

- [Digital Equity Planning Information and Resources for CTC's - Google Docs](#)
- What a digital equity plan is
 - Focused on high speed internet access for rural communities
 - Grant-funded
- Examples of digital equity plan
 - Looking at other entities for frameworks as there isn't one for higher education
 - eLearning folks are often left of these conversations so find out if these conversations are happening on your campus
- Grey's Harbor and Tacoma (others?) digital equity plans (in progress) examples
- Possible people to reach out to or ways to be involved on your campus
- Notes:
 - From Sarah Mikel: Has anyone found that their local BATs aren't aware of this funding? Clallam's BAT received no notification that this funding was happening, in case any of you are involved with other regional BATs.
 - Sarah G.- sent information about WIFI quality to students and did a survey about their internet quality through Canvas.
 - A great way to directly advocate students!
 - **Action: reach out to your instructional and IT teams around digital equity and their knowledge of the funding that will be coming available.**
 - <https://www.commerce.wa.gov/building-infrastructure/washington-statewide-broadband-act/>

2:00 PM Break (15) [pause recording]

2:15 PM (60) Lighting Round

- [SB 5227](#) - Equity Training for Staff/Faculty, 80% Attendance & Reflection - what is your college doing?
 - Hannah: Everett has been doing a Canvas course for 1 year created by the associate dean of teaching and learning. All new employees are added. Hannah will see if she can make a public version or share.
 - Chris: Pierce is using Bridge for their training.
 - Brandy: We also have a set campus training that is going in bursts as the volunteers can grade in Canvas. It's specifically created by our EDI department.
 - Jeremy: I was invited to some but not others; I was a little alarmed by the introductory level of the training in places
 - Will this cause staff and faculty to get desensitized to DEI since many of the training are basic and poorly designed (external vendors).
 - Is it required for your school? Is it in your faculty contract?
 - Sue: Olympic had training, but came nowhere near 80% attendance. We had maybe 20 people in four three-hour sessions.
 - Not required, invited
 - Beth: Our college is using Get Inclusive for trainings. All staff and faculty and similar to what Kevin is describing. As a part of the Taskforce for diversifying the faculty, we will also be bringing in a facilitator for our fall conference
 - Required, not part of bargaining
 - Our faculty contract states that the college provides training for faculty and I believe it's presented more as something that is a benefit. Our student workers even are required to fulfill the training requirements. According to the email I received from HR, we are at about 51%
 - Brandy: Foundations of E&I
 - Sarah Mikel: We had scheduled Equity training days added to our calendar with stipends for adjuncts - I don't know about the bargaining, but it was required. Both days we have had so far have been set up as a main introduction speaker, then small group workshops on different DEI topics.
 - Sarah G.: HR is taking care of most of the Equity training scheduling and are using Get Inclusive. We also have EDI trainings during In-Service where faculty are required to attend. Not sure about the percentage.
 - Christie-Renton is doing a whole month of activities in fall around disability/accessibility awareness. RCW 28A.230.158. Does anyone want to collaborate and contribute to the cost ([Christine Ha](#))?
- EDI Workshop Homework (from Constellations) Check-in, Interest in working meeting to go through it between now and November?
 - Interested in working together on the homework:

- Jeremy Winn
 - Kevin
 - Hannah (maybe)
- Fraudulent Students- How are colleges handling it?
 - Kevin has worked the FBI around this. Kevin 11 variables to help identify fraudulent accounts. They have now shifted to being more reactive due to leadership. Kevin used data tables. Estimated loss of \$270,000-1 million due to fraudulent accounts. Kevin is part of the state team.
 - Whitney- they run a PeopleSoft report/query, SFX, notify students to verify their identity but showing ID over Zoom
 - Beth- students doing 1 minimal point of participation to not get dropped.
 - System is getting more advanced over time.
 - David S.- At CBC our registrars office is handling things and haven't included EdTech since we use SSO for access and they lock at that point
 - Niki- Same at LWTech. It's between Registration & IT.
 - Identity theft is also happening.
- Interest in acquiring
 - Canvas Studio (Hannah)?
 - [What is Canvas Studio?](#)
 - \$4.5 per FTE
 - Implementation fee
 - Notes:
 - Cost prohibitive
 - No reporting- API calls only
 - Tacoma and LWTech are using it already
 - Negotiate better built-in recorder
 - Look into Yuja or Kaltura?
 - Panopto Assignment folders-
 - Confusing for students- recording to old folders
 - David Spiel has a way to automate assignment folders
 - Panopto Admin--identity providers
 - **Action: Invite Panopto to next meeting to get feedback about the student experience**

From Chris: When you go to the Panopto admin select the identity providers and change Automatically create assignment folder: True

From David: Panopto Assignment Folders Auto Create:

1. Click on Systems in right as the admin
2. Select Identity Providers
3. About 2/3 of the way down turn Automatically create assignment folder to True

The next time courses are created it will do it automatically.. or if you are set up where a Panopto folder is only created once an instructor clicks on it the assignment folder will automatically create as well.

Add SIS Course ID to Folder Name: False
Sign out of provider on Panopto sign-out: True
Bounce page blocks iframes: False
Default Sign-in Option: True
Personal folders for users: Everyone
Copy course structure from LMS: True
Notify administrators on failure to copy the course structure: False
Rename folders in Panopto to reflect updated names in the LMS: False
Show this in Sign-in Dropdown: True
Automatically create assignment folder: True
Import Zoom LTI Pro meetings to course folders: True
Provider ID: ce7bafdd-1bd4-407c-9893-a9df00146020
Use email as username: False
Course copy version: Do not copy videos or grant permissions to original
Include Zoom videos during course copy: True
Include scheduled recordings during course copy: True
Notify administrators on an unauthorized error when calling the API: False
Provisioning: Tool provision completed successfully. Retry To

- Content Retention
- Departments
- Identity Providers**
- License Assignments
- License Plan
- Move Scheduled Recordings
- Processing
- Recycle Bin
- Remote Recorders
- Roles

Application Key: 018f4f8d-d750-429d-8d2c-8f4024

Description: Canvas

Page URL: https://cbc.instructure.com/login

Client ID: 900000000000660

Client secret: YHX6Z0BvyPUihcWbMhGEBv0

Admin Token: 9~kStL8*****

Account IDs: 102877

ime2viewer):

On Sign-in: False

folder name:

Only (legacy): False

external ID: False

Term Name: True

Folder Name: False

pto sign-out: True

ocks iframes: False

in-in Option: True

[Learn About LMS Course Structure Mirroring in Panopto when Using Canvas, D2L Brightspace, or Moodle](#)

- IMPACT (Whitney)?
 - [Impact Dashboards Overview](#)

- [Canvas Messaging](#)
- [Impact Support](#)
- [Impact Course Reports](#)
- FTE 7006 at \$3.41 student; if more than one college 30% discount to \$2.35 student (also offering discount for multiple colleges using Studio as well)
- [Impact Discussion/Demo Recording GRC](#)
 - Notes: Free/low cost- Pro Help (Chris)
 - 30% off for multiple colleges
 - Let Whitney know if you are interested.
 - Interest List-
 - dspiel@columbiabasin.edu
 - After today's meetings, folks might be willing to consider other LMS options.
- Instructional Design Retreat Planning - who would like to help?
 - Alissa is a maybe
 - Tye is going to ask their ID
 - David Owens from EvCC-maybe
 - Amy may be willing to host
 - Should be the same location as summer ELC meeting, since the IDs will be there already

3:15 PM (15) Choose Upcoming Meetings

- Notes

3:30 PM Adjourn for the day! **[stop recording]**

Upcoming Meetings

Quarter	Dates	Location	Comments
Summer 2023	<i>July 19 & 20</i>	<i>Wenatchee-Hybrid</i>	
Fall 2023	<i>Nov 2nd & 3rd, ID retreat 1st</i>	<i>Shoreline</i>	<i>Highline? South Seattle?</i>
Winter 2024	<i>Feb 8th</i>	<i>Virtual</i>	<i>Regional</i>
Spring 2024	<i>May</i>	<i>Everett-Hybrid</i>	<i>Other volunteers?</i>

Summer 2024	<i>July</i>	<i>Grays Harbor-Hybrid</i>	<i>Other volunteers?</i>
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- CBC for the following year?

3:30 PM eTeam Debrief

- How'd it go?
- Schedule regular meetings
 - August 30 9:30-11
- Schedule Constellations framework dues meeting