

Online Learning Advisory Council

Meeting Minutes

Sept 2, 2022, 3pm – 4pm

Votes, approvals, actions, and future action items in yellow

1. Welcome to new members: Damon Feuerborn and Emily Plotkin
2. Approval of May minutes: **Approved**
3. By-Laws wording review
 - a. Edit requirement of voting members being ‘active online instructors’ - **done**
 - b. Do any other By-Laws need to be reviewed? (can be found on our Canvas page)

We **changed** wording around day/time of meetings so we list current meeting time but indicate that could change with needs of committee.

We also **made “recorder” role official** by adding it to by-laws.

4. Canvas Updates (Ed)
 - a. Update on progress of sending grades from canvas to banner

600 sections did this in summer, Ed Tech received good feedback.

Question: Do we still need to go into MyJCCC to enter final attend date for F grades?

A: No, that can be done in Canvas.

- b. Discuss what to do with our oldest Canvas courses

Not something we must deal with now, but might need to in the future if we stay w/ Canvas.

Comment: Some divisions, like nursing, need access to courses for a long time for record-keeping. 5 years for nursing.

Question: Can’t individual instructors download their courses and save/archive them that way?

A: That saves the course content created by the instructor, but not grades, which is what some divisions need to keep.

Q: Where’s the clutter that’s bothering some instructors?

A: In the Courses tab, not the dashboard.

5. Storage Issues
 - a. Google storage is exceeding limit

Microsoft One Drive has more space available and we pay for it, so it's an option, though some Google file types don't migrate easily to One Drive.

- b. YuJa storage also exceeding limit (old proctoring videos, old class recordings, etc)
Big chunk of what's stored is online proctored exams.

Idea from Ed: Leave a one year or one semester buffer and delete all exams before that. And we should probably delete files that people just won't use again.

Comment: Would instructors approve deletion of all proctored tests before Summer '22?

Comment: We can set a deadline for deletion and let faculty know so they can download any tests before they're deleted.

Ed is going to people with the most files stored to let them know we need to do some deleting. He's also going to talk with Respondus to see if they retain files on their end.

6. Two new course definitions/modalities

Updated course types are live: <https://www.jccc.edu/student-resources/course-delivery-methods.html>

Leslie and George did a PLD session on course types, recording is available, just go to InfoHub and search for PLD.

- b. HyFlex

Question: should HyFlex instructors be required to attend training or do other specific things?

Comment: Having gone through the full HyFlex training, I can say that the main focus was there must be a strong online course as a foundation. Also, using Zoom in a classroom is different than operating it from a desk.

Comment: There is a lot of technology involved when teaching a HyFlex course

Comment: We may not want to mandate a training, but make resources available and strongly encourage their use. Peer mentoring could be good, maybe organized through the Center for Teaching & Learning.

7. Any Representative Reports: N/A

8. Other business

George on class search: Exam dates now displaying.

Question: will there ever be a keyword search? Like for students who don't know exactly what to look for.

A: there's currently an option like this, but it doesn't search a specific keyword field in course descriptions

Comment: Examples of Keywords on display are all course prefixes. Maybe we should change that to things students are more likely to use as keywords (e.g., cooking, French)

Question for Vince Miller: would you support some sort of training module for HyFlex?

Vince: Yes, depending on the training.

Next meeting: Oct 7th at 3pm

In Attendance

Voting Members

Aaron Gibbs

Hugh Clark

Dan Cryer

Akram Al-Rawi

Christina Wolff

Debby Pockrandt

Damon Feuerborn

Emily Plotkin

George Ferguson

Jessica Tipton

Kevin Cannell

Non-voting Attendees

Ed Lovitt

Farell Jenab

Jeff Kosko

Leslie Quinn

Vince Miller