

DLTC March 18, 2022

In attendance: Ané Pearman, Michele Marits, Leah Hagedorn, Heather Brown, Bethany Wright, Kim Perez, Jennifer Hopkins, Sarah Stevenson

- I. Meeting was called to Order at 12:03 PM
- II. There are still vacancies in membership
- III. Approval of February minutes will be by email
- IV. Charges
 - a. Review and make recommendations regarding add-on software for Canvas
 - i. Harmonize:
 1. Eleven faculty in the Harmonize pilot responded to the feedback form. (Appendix A) Responses were mostly positive. Faculty mentioned problems with milestone dates not integrating and not being able to have a rubric for discussion board posts.
 2. Heather created a module for Students getting started with Harmonize.
 3. Some VCCS colleges do not want to continue with Harmonize, but the larger colleges want to continue. Mixed bag of responses from the faculty. Heather created a student feedback tool to get their perspective.
 4. Heather is currently waiting to hear about costs, she anticipates that the VCCS will cover part of the cost.
 - ii. Qwickly: We are looking into piloting a new LTI tool called Qwickly. Other schools are using it in the VCCS and there is already an approved contract. The tool integrates with Canvas and assists faculty with posting announcements, distributing content, creating discussion topics, creating assignments and more for multiple courses simultaneously, saving faculty time and frustration.
<https://www.goqwickly.com/>
Qwickly also offers course validation tools that will find broken links.
 - b. Review remote proctoring contracts
Subcommittee submitted a draft of proctoring software recommendations (Appendix B)
 - c. Classroom technology needs
Still waiting on OIS feedback
- V. Reports: PAPC is working on an updated video explaining each of the governance committees
- VI. New Business: training to teach on Zoom tabled until the April meeting.
- VII. Next Meeting will be April 15. Committee understands that some people may not be able to attend.
- VIII. Meeting Adjourned at 12:49 PM

Appendix A

TCC HARMONIZE PILOT FACULTY FEEDBACK

Spring 2022 – Mid-Semester Feedback

A three-question survey was sent to 23 faculty utilizing Harmonize in their SP22 courses. We had a total of 11 responses = 47.83% response rate.

FINDINGS

Overall the faculty using Harmonize for the Spring 2022 semester are having a positive experience, their students are engaged, and they plan to use the platform again in future semesters. In addition to the positive feedback, many faculty voiced their concerns over the milestones not synching with the Canvas 'To-Do' list and the involved process for adding rubrics to discussions.

This formative assessment will be shared with the VCCS and Harmonize to further inform each party about how TCC's faculty and students are engaging with the new discussion platform. A summative survey will be sent to all SP22 pilot faculty near the end of the semester and another findings report will be created and disseminated to the VCCS for 'next steps'.

QUESTIONS

1. How has your experience been thus far in using Harmonize? Positive, negative, take it or leave it?
 - The only snafu that I've encountered is setting a post milestone one day before the comment's milestone and due date. Only the due date showed in the Canvas To Do reminders, so most students delayed until the last day to do the assignment. I will give the students a pass on any grade deductions because I did not warn them ahead of time about the two parts of the assignment being due on different dates.
 - So far, my experience has been positive. I have used it for Student Introductions during Week 1 and for my ITE 140 class, I used it for Excel 2019 Modules 1 - 4 review discussion forum. I switched between the Grid and Thread layout. It depended on how I was using Harmonize.
 - Mostly positive I have to figure out a way to make the late submission automatic function work for me.
 - While I enjoy a lot of the features in Harmonize, I am unsure as to whether I will continue to use it. Without the milestone integration in Canvas, the due date confusion that comes from (to be fair) students failing to read the details of the assignment and just looking at the Canvas Gradebook dates, it adds to the work instead of streamlining it.
 - Positive - for interaction. Negative - learning curve on using rubrics. BUT I'd take it more than leave it.
 - My experience using Harmonize has been positive. I like the platform as it allows students to interact more realistically utilizing the discussion board.

- Can the default size be wider? I have used the tool on multiple devices, and they all appear very skinny with a lot of scrolling involved up/down and side to side. There is a button that allows expansion but only full screen. Can there be an in-between to be able to view comments/responses with graphics in full?
- Orientation video for students?
- Due dates to populate with milestone deadlines
- Harmonize Poll does not allow you to tie the feedback with a specific student
- I made a fun poll that was going to be used to put my students in groups based on similar likes and I can only see that they responded but I cannot see who picked what, so I made groups at random using the Canvas feature.
- I have a large class that ran out of questions for students to answer and allowed them to elaborate on original posts with comments to prevent duplicate posts/threads. The issue was since it was assigned originally as a post, the student did not receive credit for the comment. Unless students notify me, it is difficult to efficiently track down who made response comments as posts and the gradebook auto-grades as zero for the assignment.
- I could take it or leave it at this point - but would like to complete this assignment to weigh in more comprehensively.
- I've only used Harmonize in a limited way, that is, to provide an opportunity for students to set up/join study groups and also to provide a forum for "ask the professor" questions. Both have been used very little.
- I have enjoyed using Harmonize in my classes. I have utilized the Chat Room feature for teams in our Team Concept class to assist a team that had someone out for COVID. This semester I am using the Discussion feature to have my classes answers specific discussion questions concerning key class concepts.
- For the Chat Room usage it was very beneficial to the team even though we had some technical(operator errors) up front getting everyone involved. In other classes where I have used Zoom the Breakout Rooms have helped them a great deal. I see the Chat Room as a tool to use in place of the Breakout Room when we are on campus and not using Zoom. For the Discussion section I am using this term in Harmonize I am using that as a replacement for the Canvas Discussion drop-down. No real feedback yet since we have only been in session for a couple of weeks.

2. What type of feedback have your students given you, if any, on using this discussion tool?

- In the class of 22 students, only one has uploaded multimedia-- a photo-- as part of their post. In setting up that DB and the next one, I included photos as part of my sample post and instructions. So far, however, the students are posting only with words.
- The students like it because of how it looks and feels like social media.
- It's easier to work with than the Canvas Discussion forums.
- My students like the interactive functions and the ability to add links.
- I've used the preset "react" buttons along with comments in Harmonize itself. Also used milestones.
- Many of the students don't understand how to use Harmonize, so I have to give a tutorial on the platform and its capabilities during the first week. This helps the student maximize their

learning experience and use of the forum. However, this is more challenging with my course at are asynchronous where I must, in many cases, have one on one meetings at various times to support students, which I don't mind at all.

3. Would you use Harmonize Discussions in your future courses?

- I WILL continue to use Harmonize in the class and expand into other classes this summer and fall.
- Yes, I would like to continue using Harmonize. I would like to see other applications of Harmonize when doing Zoom Live Lectures. I was trying to implement a Zoom Live Lecture activity using Harmonize, but I would work on the kinks. I'm probably trying to get it to do something it wasn't designed to do.
- Absolutely. Bit of a learning curve but its great once you get the hang of it.
- I would really like to see the Milestones sync with the Canvas Calendar. Many of my students missed the first Milestone because there were no notifications.
- Yes.
- Yes, if available. I will continue to use Harmonize Discussions in future courses.
- From my perspective I see the Harmonize Discussions as a great substitute for the Canvas Discussion section.

DISTANCE LEARNING AND TECHNOLOGY COMMITTEE

Remote Proctoring Software Sub-Committee Final Report and Recommendation

Sub-committee

Beth Callahan, Dean Nancy Prather-Johnson, Iris Wang, and Lisa Whitaker

Charge

The subcommittee is to review the five remote proctoring contracts that the VCCS recently awarded. A recommendation, if warranted is to be provided to the college with the service providers that are felt to be most beneficial to the faculty.

Items reviewed/considered

- Five contracts were reviewed: Honorlock, Proctor U, Examity, Respondus, and ProctorTrack.
- Environmental scanning to include talking with peers and surveys were completed
- Campus-wide survey sent to those who used Respondus in the last year.

Consideration

- Can we add to the current services provided by Respondus?
- Does the college have the budget to support more than one software?
 - Respondus currently is budgeted by VCCS, however new software selection will need to be budgeted by the college.
- What are the other VCCS colleges considering as there may be cost-savings if multiple VCCS sites choose the same software.

Recommendation

After review of the software contracts along with the survey results, the subcommittee is recommending the following:

- After review of the five contracts and their features, it was decided that Respondus, our current software would be one of two software that is recommended from the subcommittee. This current software is meeting the needs of the current users with few exceptions. In addition, it is the most cost-efficient of those reviewed.
- The sub-committee would also recommend the purchase of ProctorTrack. This would meet the needs of those who need the additional features offered by this software that are not available with Respondus, ie. Live proctoring, ability to allow alternative software for accessibility, etc.

Respectfully Submitted,
Proctoring Software Subcommittee