YEAR-END REPORT 2022

LTCC Teaching & Learning

Video

Scott A. Lukas, Ph.D.

LTCC TEACHING & LEARNING

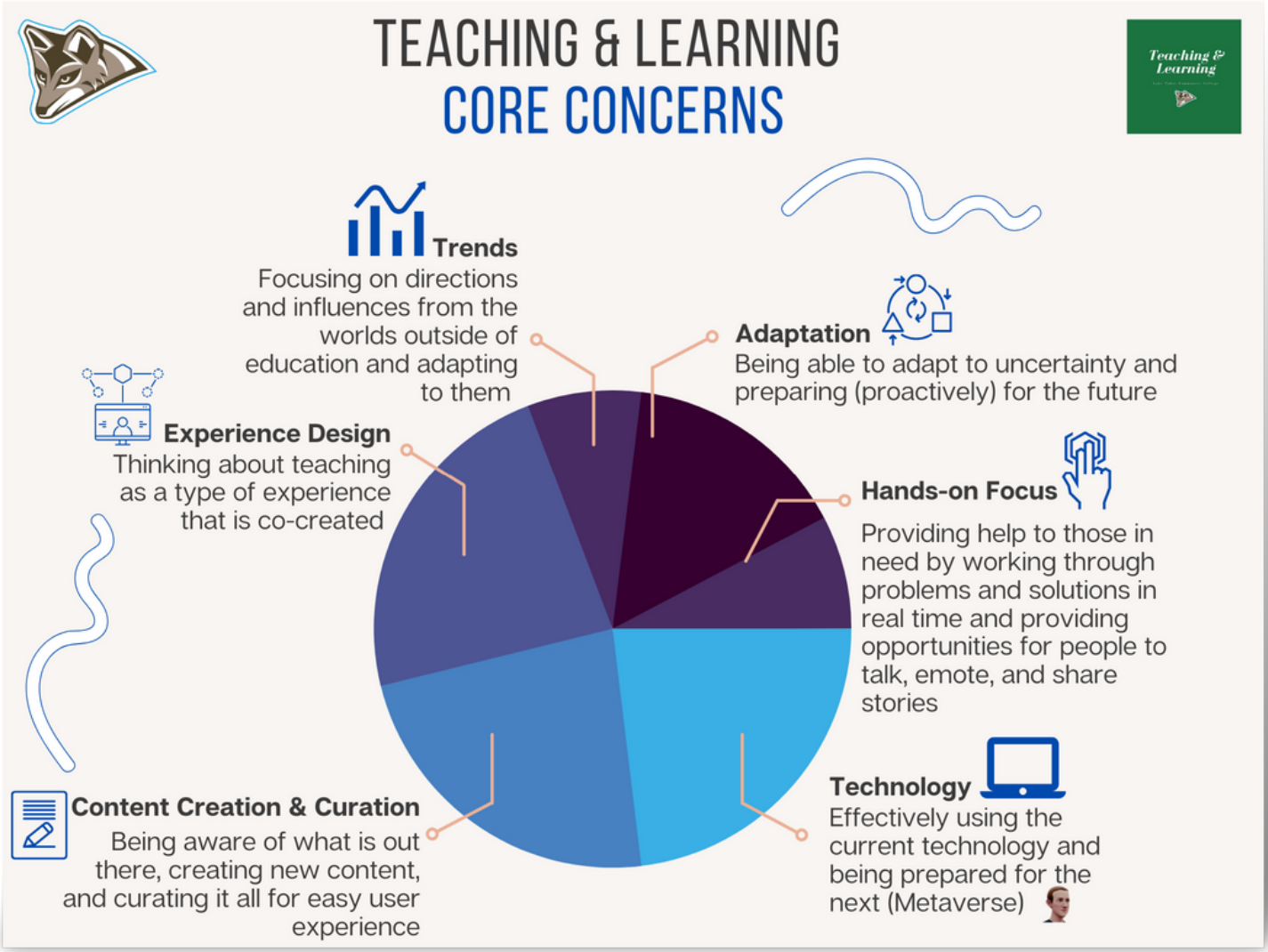
Lake Tahoe Community College's Teaching and Learning Program promotes the positive values of teaching and learning by encouraging conversations, workshop participation, and onboarding activities among faculty and all interested members of the LTCC community. The activities of the Teaching and Learning Program are coordinated by the FCTL (Faculty Chair of Teaching and Learning) and are aimed at stimulating consideration of topics, activities, and engagements that focus on all aspects of faculty professional life—whether connected to teaching, counseling, library and information services, or other professional areas.

FOCUS

The Teaching and Learning Program focuses on a number of key aspects of faculty professional training and development. The foci, activities, and efforts of the T&L Program adapt with the needs on campus, including those identified in the many T&L surveys that are produced, faculty evaluation of the FCTL, and day-to-day communication with faculty and campus staff. This report details the focus of the program, as well as its evolution.

CORE VALUES

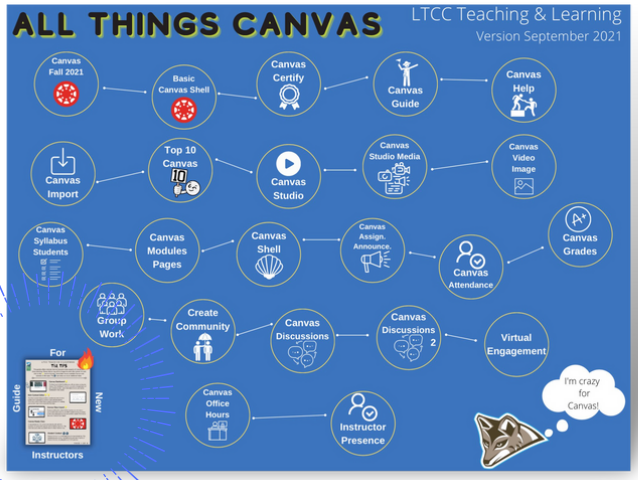
Over the three years in which the Teaching & Learning program has developed, a set of core concerns has emerged. These values help inform the development of workshops, Teaching Talks, video tutorials, and related materials.



EXPANDED RESOURCES

The T&L program focuses on adaptability both in terms of the services provided to LTCC faculty and staff and in updates to resources that are made available to the college community. For 2021-2022, major revisions of the One-Pagers were undertaken. Effective organization of professional resources is a concern of the program, and the redesigns made will hopefully allow for clearer communication, and easier understanding, of materials. The One-pagers that were revised include: Canvas, Zoom and Video, Student Topics, and Professional Development.

Additionally, the T&L website was updated to provide clearer and accurate information to faculty. As one example, the Workshops tab was updated with video archives and lists of current workshops and events.



ADAPTING TO CAMPUS NEEDS

A value of both the program and the FCTL is the idea of adaptability. As was the case in the previous two years of the T&L Program, the emphasis on helping out programs, staff, and offices in need continued in 2021-2022. Some of the assistance provided included:

- COVID-19/Mask Faculty Statement for Fall 2021 Canvas Classes
- Summer ISSI Handout (2021)
- Assistance in Coordination of Part-Time Faculty Events
- FCTL Fill-in for Vacant Director of Online Learning (Summer and Fall 2021)
- Instruction Office and ISP All-Faculty Day Videos (5 videos)
- Canvas Date Adjustment Assistance and Video Tutorials (Fall 2021 Late Start)
- Basic Canvas Shell Assistance and Video Tutorials (Fall 2021)
- Campus Event Communication (For example, Active Minds, LTCC Careers, LTCC Tutoring, Honor Roll, Smoking Cessation, etc.)
- Coyote Kickoff (Assistance with Sound and Music for the Event)
- Campus Technology (Continuing Support of Faculty/Staff Technology Needs, Attendance at Statewide Zoom Subaccount and PlayPosit Meetings)
- Canvas Student Suite (the creation of 33 original pages in two modules focused on Resources and Policies for DE students)
- Assistance with ISP Steering Committee and ISP projects

T&L WEEKLY UPDATES

In 2021-2022, the T&L Weekly e-mail updates were developed and formalized. On every Sunday of an instructional week, an email update is sent out to campus stakeholders. The update includes information about weekly trainings (such as Teaching Talks), presentation of the latest tutorial videos, sharing of relevant articles (including those focused on pedagogy and student-related topics), and other important updates. For this year, the updates have been developed to include a more attractive graphical header that appears at the top of the e-mail. An additional new aspect of the T&L Weekly Updates has been a theme focus. For example, in Fall 2021, a specific part-time faculty theme week and a Zoom theme week, and in Spring 2022, an Accessibility theme week, were offered. Communication with campus staff has indicated that many in the LTCC community appreciate the friendly and informative weekly updates.

NEW FOR 2021-2022

In the 2021-2022 academic year, LTCC T&L continued efforts to provide video documentation of workshops that may have been missed by attendees as well as create new content that features tutorials on technology, pedagogy, and other faculty professional topics. Some of the new efforts are detailed in the upcoming pages of this report.

EVERYTHING SHEET

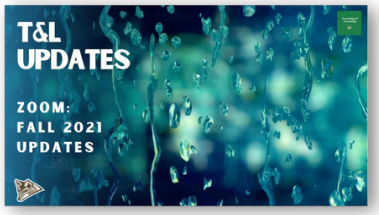
To help streamline the process of faculty interacting with T&L materials, a new pdf called the Everything Sheet was developed. This one-page resource allows faculty to easily navigate to areas of interest that include pedagogy, technology, and other areas. The sheet will be updated as new resources and T&L series are created.

CONVOCATION WELCOME

To better coordinate T&L efforts with Instruction, a new welcome video was created specifically for Convocation. The purpose of the video is to introduce new faculty to the T&L Program and to make a connection with faculty at the start of the new academic year.

FALL UPDATES

New for 2021-2022 is a series of technology updates that are designed to give faculty a sense of the updates, changes, and technological shifts in teaching and learning technology. For this year, Zoom Fall Updates and Canvas Fall Updates videos were created.



TINY TECH

A new weekly video series for Fall 2021 and Winter 2022 was created. It focused on short bits of technology that can be useful in faculty professional life.

CANVAS STUDENT SUITE

For Winter 2022, a new set of Canvas pages was created and shared to Canvas Commons. In total, 33 pages were created to allow faculty to shared useful resources and LTCC policies with students. As faculty are busy, providing the preset pages through Canvas Commons results in significant time savings for faculty and increased success for students.

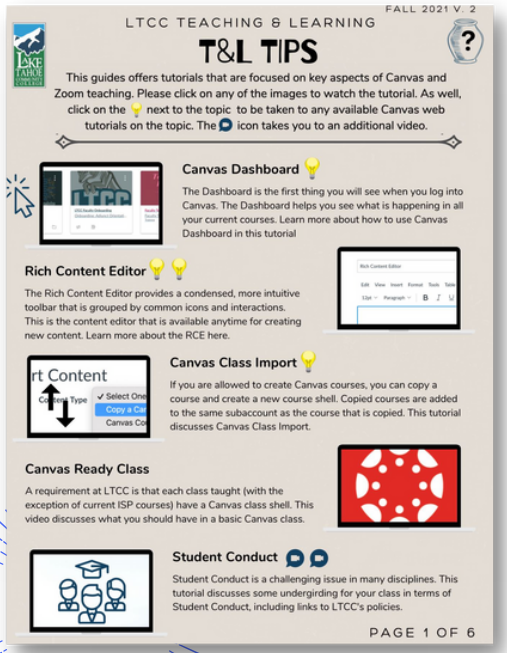
LTCC Class Policies (15 pages)

- LTCC Mask Guidelines
- Academic Dishonesty & Plagiarism
- Student Behavior
- Class Deadlines)
- Technology Policy
- Class Success Tips
- Preferred Pronouns
- Content Warning
- Disability Accommodations
- Diversity Policy
- Modifications to Syllabus
- Office Hours
- Instructor Contact & Professional Expectations
- Class Paper & Writing Guidelines
- College Closures

LTCC Student Resources (18 pages)

- Student Health & Mental Health Support
- Counseling
- Food Pantry
- Homeless Student Resources
- LTCC Student Housing
- Disability Resource Center
- LTCC Promise
- Veterans Services
- Equity
- LGBTQIA+ Student Support
- Library and Learning Services
- LTCC Alerts
- Campus Safety
- Meta Majors
- Academic Programs
- Student Senate and Student Clubs
- Work - Life Balance
- Map of LTCC

# of T&L Canvas Commons downloads through April 15, 2022


FALL 2021 V. 2

LTCC TEACHING & LEARNING

T&L TIPS

This guides offers tutorials that are focused on key aspects of Canvas and Zoom teaching. Please click on any of the images to watch the tutorial. As well, click on the next to the topic to be taken to any available Canvas web tutorials on the topic. The icon takes you to an additional video.

Canvas Dashboard

The Dashboard is the first thing you will see when you log into Canvas. The Dashboard helps you see what is happening in all your current courses. Learn more about how to use Canvas Dashboard in this tutorial

Rich Content Editor

The Rich Content Editor provides a condensed, more intuitive toolbar that is grouped by common icons and interactions. This is the content editor that is available anytime for creating new content. Learn more about the RCE here.

Canvas Class Import

If you are allowed to create Canvas courses, you can copy a course and create a new course shell. Copied courses are added to the same subaccount as the course that is copied. This tutorial discusses Canvas Class Import.

Canvas Ready Class

A requirement at LTCC is that each class taught (with the exception of current ISP courses) have a Canvas class shell. This video discusses what you should have in a basic Canvas class.

Student Conduct

Student Conduct is a challenging issue in many disciplines. This tutorial discusses some undergirding for your class in terms of Student Conduct, including links to LTCC's policies.

PAGE 1 OF 6

T&L TIPS

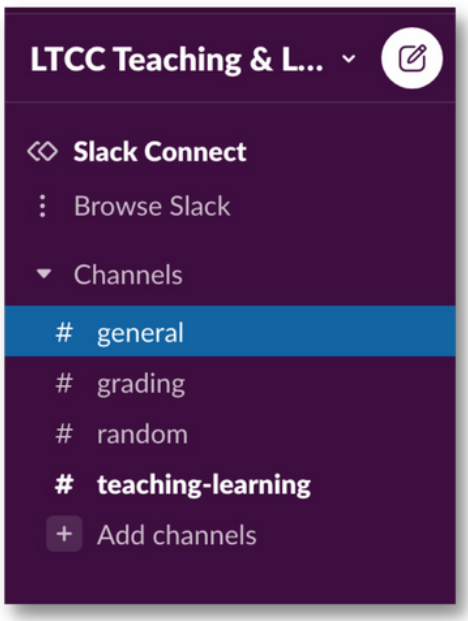
A new interactive pdf that offers tips on Canvas, Zoom, and many other aspects of instructional technology was offered. Overall, 30 unique videos were created for use in the interactive pdf.

SCOTT ANSWERS YOUR TECH & MEDIA QUESTIONS

In response to a full-time faculty member request, a video was developed to assist with recording of class lectures. The video spawned a new series focused on assistance related to technology and media. Additional videos that focus on pressing faculty needs in these areas will be developed.

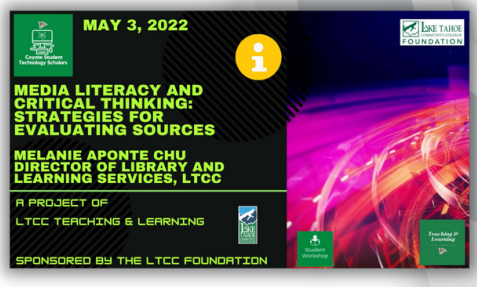
SLACK T&L SPACE

In 2021, a new Slack space was created for LTCC Teaching & Learning. The space is the result of requests to have more offline conversations following Teaching Talks and other workshops. In the future, it is hoped that more alternative spaces of teaching and professional collaboration may be developed.



COYOTE STUDENT TECHNOLOGY SCHOLARS

In 2022, based on a request made by the Office of Instruction, a $3525 LTCC Foundation grant was developed. The grant specifically focused on increasing technological literacy among LTCC students. Included in the project deliverables were many workshops that focus on technology and DE learning topics: Canvas Student Skills, Safe LGBTQIA+ Student DE Spaces, Technology Job Skills, among other topics. Additionally, the grant included on-campus speakers, student attendee raffles, and sharing of the workshop videos with LTCC students, faculty, administration, and classified staff. The result of the grant is greater attention on the issue of technological literacy among LTCC students. Some of the workshops are depicted on this page.

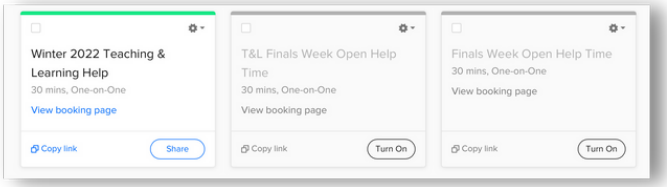


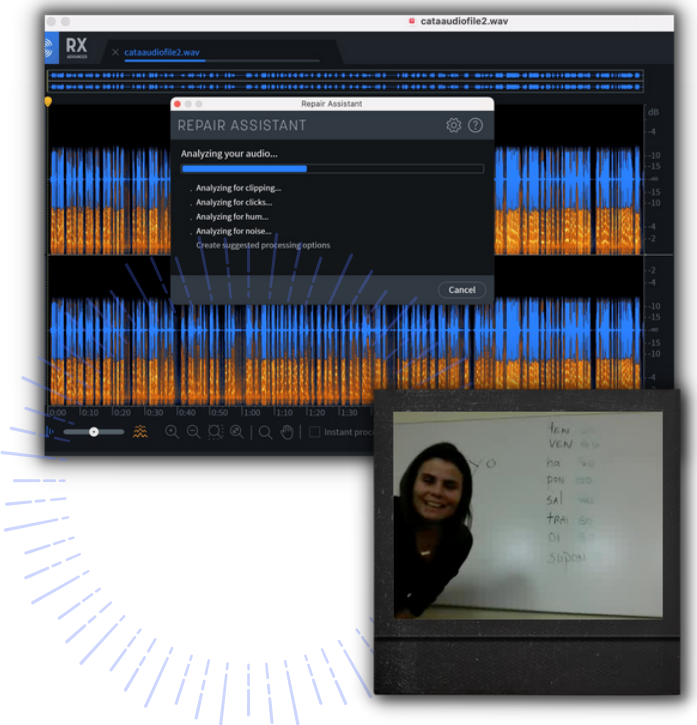
ACCESSIBILITY THEME WEEK* (*EVERY WEEK IS ACCESSIBILITY WEEK!)

With the transformation of the Disability Resource Center (DRC) into Student Accessibility Services (SAS) and opening of SAS in its new remodel location of E106 on campus, T&L created an accessibility awareness week that included a framing video and a special collaborative workshop that brought together Kellie Greiner, LTCC Student Accessibility Services faculty and director, Michael Miguel, LTCC Director of Online Education, and Justin Daneshmand, Interim Curriculum Specialist, in order to discuss ways of meeting the needs of all students in terms of accessibility. A plan is in place to develop future additional workshops and resources on these important topics.

TARGETED ONE-ON-ONE ASSISTANCE

In 2021-2022, a more pronounced focus on one-on-one assistance was developed. While many faculty and staff attend Teaching Talks and workshops, these events are often not the best places to get assistance on very specific teaching or technology matters. As a result, the FCTL took advantage of the useful Calendly resource that allows faculty to sign up for specific days and times at which to meet over Zoom. The one-on-one assistance has included valuable work with faculty on areas of technology and pedagogy, including Zoom FERPA video compliance and the audio quality of DE lecture videos (pictured).





TEACHING TALKS

The successful Teaching Talk series returned in 2021-2022 for its third year. The series is focused on teaching, learning, and faculty professional topics and is presented in a Zoom format so that off-campus and part-time faculty may attend. The topics covered in this year included:

#71: End of Term Canvas Tricks
#70: Basic Science Education & Its Impact on Teaching
#69: Student Accessibility Tools and Ideas
#68: Start of Term Canvas Tricks
#67: Spring Welcome Back
#66: Canvas Navigation Menu/Spring Prep
#65: Managing Controversial Discussion Topics
#64: Class Projects: Challenges and Opportunities
#63: Setting Class Deadlines
#62: Two Technology Fixes: FERPA Blurs and Improved Audio; Your Tech Questions
#61: Winter Welcome Back
#60: Winter Quarter Needs
#59: Zoom Check-in and Class Lectures
#58: Part-Time Faculty Concerns
#57: Multiple Topics
#56: The Faculty Life: A Balance
#55: Grading in Canvas
#54: Ideas for Class Discussions
#53: Early Interventions and Student Success
#52: Canvas Student Success Elements
#51: Change, Transition, Adaptation

During the three-years of the T&L program, 71 Teaching Talks have been offered.

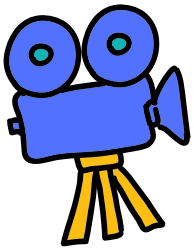
T&L VIDEOS

Videos, including those of workshops and Teaching Talks, as well as those created for instructional or training purposes (notably focused on technology), continue to be offered to faculty and staff. Tracking of video viewership (independent of the FCTL's non-LTCC videos) is emphasized in order to focus on the success to which the videos have connected with their YouTube audience. The following new videos were created in 2021-2022:

Canva Video Editor
Simple Titles
IPhone Demo
Second Camera
Visual Timer
Attendance
Google Class Creation Searches
Immersive View
Open Source Audio
Visual Organization
Zotero Bibs
Canvas Studio
Kudoboard
Jamboard
Allow Right-Click
Canvas Commons
R20 Multi-Track Recorder
Using the Canvas Student Suites
Canvas Commons Resources
Adjust Dates in Canvas Classes
Convocation 2021 Welcome!
Everything Sheet Explained
Everything Sheet: New Faculty, I
Everything Sheet: New Faculty, II
Everything Sheet: New Faculty, III
Everything Sheet: Returning Faculty, C
Everything Sheet: Returning Faculty, C
Everything Sheet: Returning Faculty, C
Zoom Fall 2021 Update
Canvas Fall 2021 Update

Canvas Class Dates
Canvas Assignment Dates
How It's Made
HTML in Canvas
Worst Case Scenarios
Quick Videos
Canvas Links
New Faculty FAQs
Canvas Details Menu
Repetitive Tasks
Everything Else
Surveys in Canvas
YouTube Channel
Syllabus
Zoom Signup
Zoom Primer
T&L Blooper
Canvas Adjust Dates
Grades
Canvas Navigation Menu
Canvas Publishing
Canvas Getting Started
Canvas Module Structure
Canvas Student View
Canvas Validate Links
anvas Welcome Video
anvas Commons
anvas Discussions
Canvas Homepage
Student Behavior
Canvas Basic Shell
Canvas RC Editor
Canvas Import
Canvas Dashboard

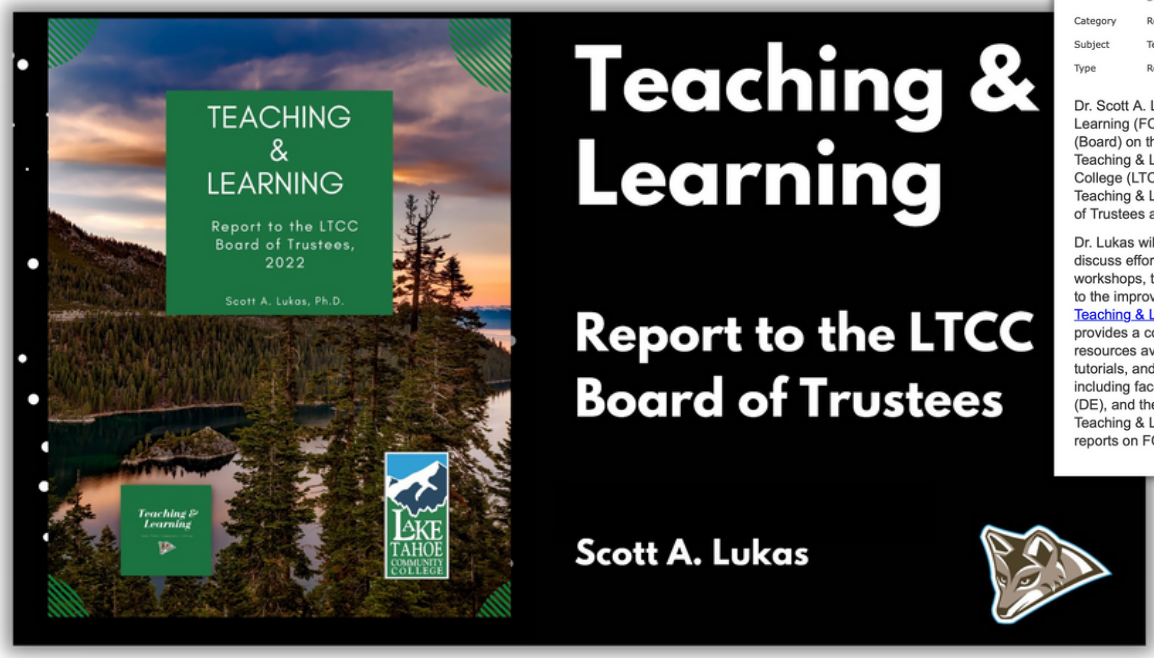
TT #59: Zoom Check-in and DE Lectures
TT #57: Navigation Video/Student Behavior
TT #55: Grading
TT #54: Class Discussions
TT #53: Early Alert & Students
TT #52: Basic Canvas Class
TT #50: Post-Pandemic Teaching & Work
TT #52: Let's Create Your Canvas-Ready Class
TT #53: Early Interventions & Student Success
TT #54: Ideas for Class Discussions
TT #55: Grading in Canvas
TT #57: Canvas Nav. Video and Student Behavior
TT #59: Zoom Focus & Approaches to DE Lectures
TT #62: Two Tech Fixes
TT #63: Setting Class Deadlines
TT #64: Class Projects: Challenges/Opportunities
TT #65: Managing Controversial Discussion Topics
TT #66: Canvas Navigation Menu
TT #68: Start of Term Canvas Tricks
TT #69: Student Accessibility Tools and Ideas
TT #70: Science Education & Impact on Teaching
TT #71: End of Term Canvas Tricks
LTCC Faculty Technology Summit
LTCC LGBTQIA+ Students
Student Technology Summit
Technology in Our Lives
Understanding the Canvas Student App
Creating Welcoming DE Classes
Technology for the Working World
Information and Technological Literacy
Year-End Report 2022
eLumen Walkthrough



# of new T&L videos in 2021-2022

LTCC BOARD OF TRUSTEES REPORT

On April 12, 2022, a report on the goals and accomplishments of the T&L Program was presented to the LTCC Board of Trustees. The Board asked very good questions about the program and the positive comments that they all shared about the program were very much appreciated.



Agenda Item Details

Meeting	Apr 12, 2022 - Lake Tahoe Community College District - Board of Trustees Meeting
Category	Reports
Subject	Teaching and Learning Update: Dr. Scott Lukas
Type	Report

Dr. Scott A. Lukas, Faculty Chair of Teaching & Learning (FCTL), will update the Board of Trustees (Board) on the last three years of activity around Teaching & Learning at Lake Tahoe Community College (LTCC). The MOU for the Faculty Chair of Teaching & Learning role was approved by the Board of Trustees at the May 14, 2019 meeting.

Dr. Lukas will provide an overview of his work and discuss efforts to assist part- and full-time faculty with workshops, tutorial videos, and other activities related to the improvement of instruction at LTCC. The LTCC Teaching & Learning website, developed by Dr. Lukas, provides a comprehensive site with tools and resources available to faculty. In addition to videos, tutorials, and focused resources for instructional areas including face-to-face courses, distance education (DE), and the Incarcerated Student Program (ISP), the Teaching & Learning website also provides annual reports on FCTL activities (Attachments #2 and #3).

T&L BY THE NUMBERS (THROUGH 3 YEARS)

(Through April 15, 2022)

Workshops Offered

Total Video Views

Videos Created

# of unique Canvas Commons downloads into classes

Workshops Attendees (estimate, attendees only tracked in 2019-2020)

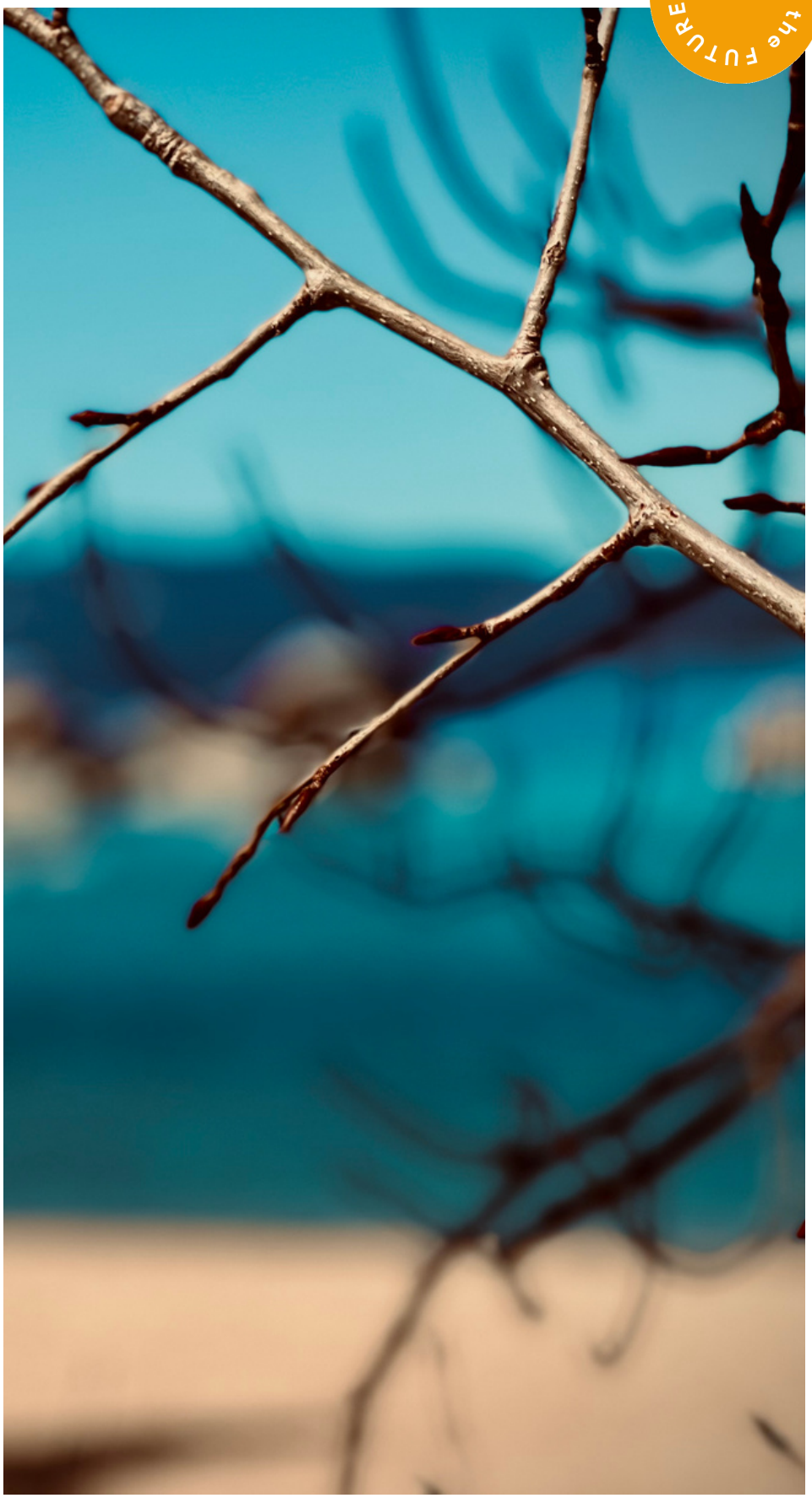
ABOUT THE FCTL

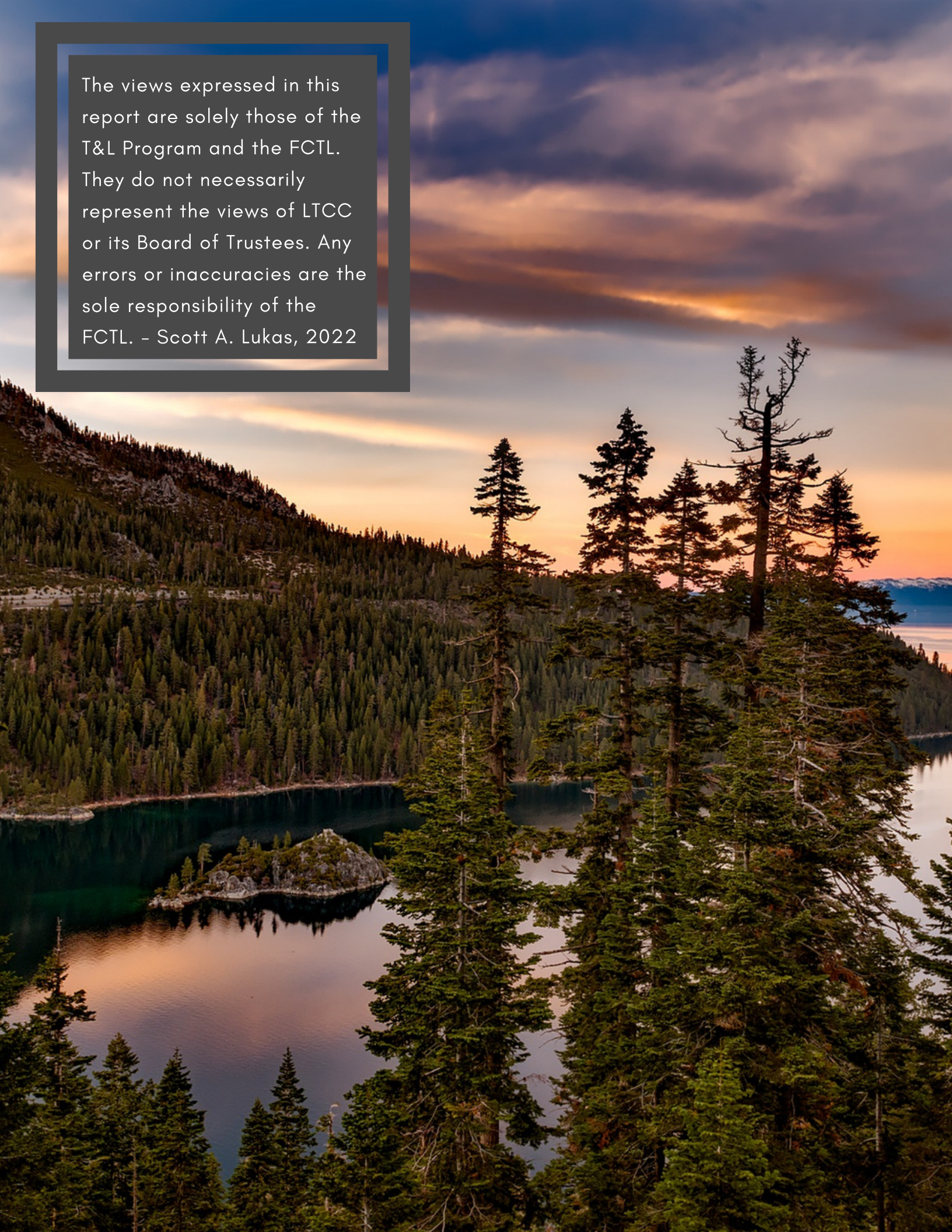
Scott A. Lukas serves as LTCC's Faculty Chair of Teaching & Learning. He was the recipient of the national AAA/McGraw-Hill Award for Excellence in Undergraduate Teaching of Anthropology by the American Anthropological Association (2005), the California statewide Hayward Award for Excellence in Education by the California Community Colleges (2003), Lake Lake Tahoe Community College Distinguished Faculty (2013), and Lake Tahoe Community College Associated Student Council Teacher of the Year (2004).

He is the author/editor of numerous books, including, *Strategies in Teaching Anthropology*, 6th Edition (2010, Pearson Education) and was part of the American Anthropological Association's new faculty teaching academy held at the annual national meetings. He was a participant in the 2005-2006 @ONE Statewide Scholars with his project "An Analysis of Student Success in Reflexive Online Classroom Assignments," co-authored the study "The Actors behind the Curtain: Representation of Women Faculty in Community College Institutional Decision-making," and contributed to multiple chapters of *Handbook for Achieving Gender Equity Through Education*. Scott is a former Six Flags employee trainer and has worked as a workshop and training consultant for Walt Disney Imagineering, ABC, and Pixar. He has provided interviews for The Wondery, To the Best of Our Knowledge, the Canadian Broadcasting Company, *The Independent*, *The New York* Times, *The Washington Post*, Slate, *The Chicago Tribune*, *The Financial Times* (of London), The Daily Beast, Huffington Post UK, Atlas Obscura, Skift, Caravan, and the Angie Coiro Show, and was part of the documentary film and video series, *The Nature of Existence* (directed by Roger Nygard).

T&L DIRECTIONS FORWARD

Over the last three years, the LTCC Teaching & Learning program and the FCTL have made notable contributions to campus life. In particular, the program and its activities have provided important professional outreach to the faculty and the wider campus community that is not possible given logistics and time and workload constraints of other faculty, administration, and staff on campus. Moving forward, the program will continue to focus on the core values and missions described in this report. T&L will also continue to serve the campus, its faculty, and staff, in a flexible and adaptive sense. Teaching, faculty professional life, and education in general change in remarkable ways, so it is the goal of T&L to adapt in the best possible senses to such uncertainties and changes.





The views expressed in this report are solely those of the T&L Program and the FCTL. They do not necessarily represent the views of LTCC or its Board of Trustees. Any errors or inaccuracies are the sole responsibility of the FCTL. - Scott A. Lukas, 2022