

Mt. San Antonio College

Canvas Shell and Related Matters Workgroup

December 8, 2022

Purpose and Function Statement

The purpose and function of the Workgroup is to:

- Review relevant federal and state laws and regulations related to the “merging” of course shells in the Canvas LMS for courses at Mt. SAC.
- Provide recommendations on how merging course shells should be defined and carried out at Mt. SAC.
- Provide recommendations related to Article 13.A.4.a; RSI Rubric and certification.

Membership

Kristina Allende, Michael Dowdle, Parisa Mahjoor, Abby Wood, Meghan Chen, Kelly Fowler, Jennifer Galbraith, Romelia Salinas, Katie Datko, Carol Impara, Laura Martinez

Methods of Consultation

The Workgroup met via Zoom on the 2nd and 4th Thursdays starting on September 8, 2022. All meetings were scheduled for one hour. Agenda, minutes, and all resources were shared via email among the group and members took turns leading the meetings.

Background of the Topic that Led to the Task Force

The practice of “merging” course shells (referred to “crosslisting” in Canvas was suspended starting Summer 2022 after questions were raised regarding the possible issues with federal and state laws and regulations and accreditation standards. Upon request of the Faculty and Manager groups the workgroup was formed to investigate and make recommendations.

Information Findings from the Task Force

While issues with federal and state laws and regulations and accreditation standards exist, the workgroup believes that the issues can be avoided by following procedures by individual Faculty who wish to merge Canvas shells.

Recommendations

The Canvas Shell and Related Matters Workgroup makes the following recommendations regarding merged shells:

1. That Mt. SAC obtain a legal opinion concerning the merging of Canvas shells and provide an opinion on the content and enforceability of a student waiver of FERPA protected information subject to potential disclosure within merged Canvas shells;
2. That, based upon the legal opinion above, the Academic Senate direct the Distance Learning Committee (DLC) to recommend procedures and/or training for Faculty merging Canvas shells regarding compliance with federal and state laws and regulations and accreditation standards (e.g., FERPA, Title IX, Title 5). These recommendations will be provided to the Academic Senate, Faculty Association, and The District for their agreement;

3. That, based upon the legal opinion above, merged Canvas shells are only conducted on sections of the same course taught by the assigned Professor(s) in the same modality (i.e., asynchronous online, synchronous online, hybrid, on-campus/in-person);
4. That stacked, lecture/lab, credit/noncredit mirrored, linked, and cohort classes may continue to have Canvas shells merged;
5. That the College monitor local Community College trends and adjust policy accordingly or make recommendations through the shared governance process and/or the negotiations process.