



Academic Senate & Subcommittees

Committee Goals and Self-Assessment for Academic Year 2022-2023

Committee Name: Distance Education

Committee Roles and Responsibilities: The Distance Education Committee supports students at Solano College by providing high quality education to students of Solano County.

ACCJC Standard(s) Addressed:

- Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity
- Standard II: Student Learning Programs and Support Services
- Standard III: Resources (Human, Physical, Technology, Financial)
- Standard IV: Leadership and Governance

Committee Members:

John D. Perez	Distance Education Coordinator, Chair
Jim Long	Biology Faculty
Genele Rhoads	Mathematics Faculty
Elizabeth Freed	Nursing Faculty
Robin Sytsma	Nutrition Faculty
Sarah Nordin	Criminal Justice Faculty
Laura Maghoney	Economics Faculty
Gwen Gallagher	American Sign Language Faculty
Winifred Hunton-Chan	English Faculty
Lorna Marlow-Munoz	Foreign Language Faculty
Michelle Arce	History Faculty
Erin Duane	Learning Resources Faculty
Ashlie Lawson	Counseling Faculty

Identify the initiatives/goals this committee will undertake.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC's continuous improvement process.

#	Initiative / Goal	Description for this Initiative / Goal
1	Integrate Solano Courses with the CVC	Goal - To join the CVC. How - Work with faculty, administration, and the CVC to bring Solano Courses and systems in-line with the California Virtual College.



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2	Develop a long-term Distance Education support team	Goal – Create a consistent process supporting faculty and students using Canvas and troubleshooting barriers to success. How – Hire a technologist for Canvas support in addition to a faculty coordinator and instructional design support for faculty.
3	Support ongoing training for online certification for new faculty	Goal – provide standards for online instruction for newly hired faculty. How – In partnership with Professional Development Committee, will develop program(s) that support current standards for online instruction. Provide more content development focus for flex day activities.
4	Develop high quality review process for online courses.	Goal – Develop process for reviewing online courses to meet the CVC guidelines for POQR reviewed courses. How – Utilize the OEI Rubric to compare with online courses at Solano and provide feedback for faculty course improvement.
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Mid-Year Committee Evaluation Report for Academic Year: December 2022/January 2023

Accomplished and In Progress Initiatives:

Identify the initiatives this Committee has accomplished and whether the initiative has been completed (C) or is in progress (IP) in the status column. Identify additional initiatives if applicable.



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#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges for this initiative
1	Integrate Solano Courses with the CVC	IP	As of January 1, 2023, SCC is now a Home College as defined by the California Virtual College. Next steps will be preparing the college for Teaching College status. This process will be more in-depth and require partnership with many different departments on campus.
2	Develop a long-term Distance Education support team	IP	<p>The committee has worked with an external consultant to create an onboarding program for new faculty. At the end of the contract, this new program was not appropriate for new hire training but will be considered for faculty refresher courses. Interim solution is to adopt @One basic and accessibility training for new online certification. Future steps will be ongoing program development for online instruction and refresher courses to address changes in state and federal laws.</p> <p>Develop job description and hire Director, Distance Education with a hire goal by FA23.</p>
3	Support ongoing training for online certification for new faculty	IP	Currently using the 3/3/22 MOU to guide training and online certification for new faculty. In partnership with our union, administration, and committee, working to develop standards for ongoing training and recertification for online instruction.
4	Develop high quality review process for online courses.	IP	Phase II of the CVC integration involves a detailed program for certifying courses for the exchange. This semester the DE Committee will finalize a POCR (Peer Online Course Review) process for adoption by the senate and the college. This program is essential for quality online courses listed in the CVC.
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Year End Committee Evaluation Report for Academic Year: April 2023

Part 1 Accomplished and In Progress Initiatives:

Update the initiatives this Committee has accomplished in the corresponding academic year. For Status, please indicate **C** (completed) or **IP** (in progress). Make recommendations for the upcoming academic year where appropriate, or referrals to other committees, as applicable.

Committee chairs are responsible for completing reports after dialog with committee members. Assessment of committee progress is integral to SCC’s continuous improvement process.

#	Initiative Undertaken, Achieved or In Progress	Status C or IP	Accomplishments/challenges/recommendations for this initiative
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Part 2 Unaccomplished Initiatives:

Identify the initiatives this Committee has undertaken in the Fall 2022 semester that were not accomplished, please state why, what the barrier(s) were along with any recommendations to overcome the barriers.

See details in the chart above

#	Unaccomplished Initiative /Goal	Why/what were the barriers?	Recommendations
1	Develop long term support for Distance Education.	One critical barrier is understanding what the college needs and what FTE support is available.	Determine overall structure for DE support at Solano.
2	Teaching college status delayed until FA23	CVC status is dependent upon the state timeline.	Move forward with the items we are able to work on and prepare for the FA roll out.
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Part 3: Complete Self-Assessment Narrative:

Self-Assessment

- To what degree has the committee met its roles and responsibilities?
- How can the committee improve its effectiveness in meeting these roles and responsibilities?
- How effective was the committee in completing its initiatives?
- How might the committee improve its effectiveness in regard to completing initiatives?
- How effective was the committee in impacting student success?
- How might the committee improve its effectiveness in regard to impacting student success?
- What resources are needed to assist the committee in meeting its initiatives?

Recommendations

- Provide recommendations for changing the description or composition of the committee to achieve its initiatives addressed for next year.
- What topics should be addressed by the committee next year?
- Are there additional roles or responsibilities this committee should be addressing?
- What issues, initiatives, or work has the committee identified that other committees, service areas, and/or disciplines or Schools should address next year?