



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

September 14, 2015

Room 801

2:30 p.m. – 4:00 p.m.

ATTENDANCE	<p>The Distance Education Committee Meeting was called to order at 2:30 p.m. by Coordinator Dale Crandall-Bear.</p>
1. Review of Minutes (8/31/15)	<p>Members present were Isabel Anderson (LA); Dale Crandall-Bear (DE Coordinator/Chair); Elizabeth Freed (HS); Keydron Guinn (Dean of SBS); Laura Maghoney (AT&B); Sarah Nordin (AT&B); Scott Ota (IT); Lindsay Padilla (SBS); Sandra Rotenberg (Lib); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); Barbara Villatoro (MS); and Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Mary Gumlia (COUN); and Svetlana Podkolzina (MS)</p> <p>Adoption of August 31, 2015 Meeting Minutes: Motion to approve – Sarah; Seconded – Robin; Passed – unanimously.</p>
2. Developing a Budget for DE – Initial Brainstorm	<p>The meeting began with member introductions. Dale mentioned the committee has an opening for a second member to represent the School of Liberal Arts.</p> <p>Develop a budget for the Distance Education Program, utilizing the funds saved from the LMS fee. Plan for the acquisition of new programs and new technologies to enhance our DE program. Dale stated the DE Committee has been tasked with creating a budget for Distance Education (DE). Dale said the Chancellor’s Office suggests the \$150,000 savings from Canvas not go in the general fund, but be used to enhance the Distance Education Program for student success and retention.</p> <p>Dale asked committee members for ideas on how a budget might be best spent. Dale said some expenditures will be recurrent each year where as other expenditures would vary from year-to-year.</p>

Carol suggested three web cameras be purchased for the computers in the Adjunct Support Center where Camtasia is installed. The cameras cost approximately \$80 each. Carol also suggested there be a consideration made for media storage as this seems to be a problem that many faculty have had or will experience.

Dale shared the following expenditures as currently being spent on Distance Education:

- Canvas LMS \$150,000
- DE Tech (Carol)
- DE Coordinator (40% release)
- Respondus \$6,090

Moving forward, the OEI will cover the Canvas LMS fee while funded. Dale said the Chancellor's Office advises that 20 percent of the budget be held back each year in case legislation decides not to continue the Online Education Initiative (OEI). OEI is currently funded for five years. The amount held back annually would equal \$30,000. Sandra suggested DE have a plan for that money after year five if OEI is funded again. Dale recommended that \$120,000 be the suggested DE budget amount to pass onto administration. He said everyone agrees that Respondus be considered a recurring annual expenditure to be subtracted from the budget; however, the DE Technician and DE Coordinator position not be taken out of the budget. Dale mentioned that money should be held back from the budget for proctoring, tutoring, anti-plagiarism and authentication. These items may be offered through the OEI at a reduced consortium rate which Solano can purchase and utilize.

Sarah suggested setting money aside in a budget for staff development and faculty training. Dale said it would be great to have an opportunity for committee members to attend some conferences through Canvas or the Chancellor's Office. Lauren said it would be nice to have an Instructional Designer at SCC. Dale said this position should be a faculty member and noted the position should have 20 percent release time. An instructional Designer should be someone who is familiar with teaching face-to-face and online. This person could work with other instructors on best practices for designing a course and how to do things like create a video or open a YouTube account.

Lauren asked if an upgrade for Respondus is available. Lauren asked if OEI is working on a way to confirm student identities during exams.

Dean Guinn mentioned a company by the name of Kryterion, which is specifically for proctoring. They monitor a student in real time while taking an exam.

Lindsay asked if Voice Thread has been considered. Lindsay said Voice Thread offers real time online interaction between an instructor and his/her students during a lecture. Dale suggested utilizing a few minutes during a future meeting to look at Voice Thread and its capabilities. Dale said there is data that shows student success and retention is increased when you have what is referred to as human presence.

Sandra mentioned it would be nice to have someone to assist with video recording and production. Dale said this is where an Instructional Designer would be instrumental. Scott said equipment must also be a consideration when producing videos.

Elizabeth asked if Panopto had been considered at SCC. Elizabeth said Panopto can be used to video tape a power point presentation, the presenter, and his/her narration at the same time. Dale mentioned he has discussed with Panopto a trial pilot program. Dale also mentioned Camtasia and Echo 360 as considerations, which are referred to as lecture capture programs. Dale reiterated that faculty flex and training is necessary when purchasing new software.

Scott suggested full-timers and adjunct faculty need a way to check out laptops that have up-to-date media production capabilities. Dale mentioned it might be a good idea to set aside funds for new laptops for online instructors. Scott said Distance Education should consider a media office for development of lectures and presentations.

Lindsay asked if Chromecast might be a consideration. Scott recommended having the district give faculty access to a Google Share Drive. Dale mentioned it would be a good idea to budget a certain amount annually for new innovations. This might be distributed in the form of a grant to faculty as well.

Committee members discussed the need for some type of compensation to encourage development of new classes. Dale asked Dean Guinn for his thoughts on the subject. Dean Guinn said he feels we will be left behind if we are not proactive in the development of new online classes. Dale said it will be important for the committee to work with the Deans on incentives and a support structure to encourage faculty to build new courses.

Dale asked how we could enhance the Distance Education Program with regard to student success and student retention. Scott said SCC does not provide a place for students to listen to videos or work on group projects together. He said students and their accessibility is an issue that should be considered.

**3. Course Shell
Reviews**

Course shell reviews will be addressed at the next meeting due to an early campus closing.

Adjournment

The meeting was adjourned at 3:30 p.m. The next meeting is scheduled for September 28 in Room 801 from 2:30 p.m. – 4:00 p.m.