



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

December 5, 2016

Room 811

2:30 p.m. – 4:00 p.m.

1. Call to Order	The Distance Education Committee Meeting was called to order at 2:30 p.m. by Interim Chair Sarah Nordin.
2. Roll Call	<p>Members present were Michelle Arce (SBS); Erica Beam (AT&B); Elizabeth Freed (HS); Mary Gumlia (COUN); Winifred Hunton-Chan (substitute LA); Glenn Keyser (LA); Sandy Lamba (Dean of SBS); Laura Maghoney (AT&B); Sarah Nordin (Interim Chair/AT&B); Scott Ota (IT); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); Barbara Villatoro (MS); and Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Isabel Anderson (LA); Erin Duane (Lib); Lindsay Padilla (SBS); Svetlana Podkolzina (MS); and Jeff Young (substitute Counselor)</p> <p>Sarah Nordin requested today's agenda be amended to include discussion on the OEI Rubric provided by Erica Beam.</p>
3. Approval of Agenda (12/5/16)	<p>Sarah asked for a motion to approve the amended agenda.</p> <p>Adoption of December 5, 2016, DE Agenda: Motion to approve – Lauren Taylor-Hill; Seconded – Barbara Villatoro; Passed – unanimously.</p>
4. Public Comments	There are no public comments.
5. Discussion/ Action Items	<p>Canvas link on Solano Homepage. Erica asked if a direct link to the solano.instructure.com login page could be added to the Solano College home page. Scott expressed that a proposal to put a direct link on the SCC home page would need to be submitted to the Chief Technology Officer (CTO) and to the Strategic Technology Advisory (STAC) Committee.</p>

Spring 2017 Flex Cal Workshops and DE participation. Lauren said she, Michelle Arce, and Jeanette McCarthy attended the Online Teaching Conference from June 16-17, 2016, in San Diego. Lauren suggested that it might be better to plan a Flex Cal Workshop based on the Online Teaching conference in March when all three of them could participate in the workshop together.

Carol asked Erica if she is still planning to do a workshop on Canvas Commons for Flex Cal in January. Carol said she would do a workshop on Office Mix. She said she would submit Erica's name to LaNae Jaimez and ask LaNae to reach out to Erica for the details on her workshop.

Glenn mentioned it would be nice to have some example shells to show faculty at Flex Cal in March. Barbara said March would be a good time to offer training to faculty with regard to online courses since the DE committee is planning to go through the Course Shell Review Checklist at the first January DE meeting.

Demonstration of Canvas Commons. Erica said she is using the free-for-teachers account at canvas.instructure.com. She said you can send your entire course to your account and store it there to retrieve and import at any time into any other Canvas site. She said this is a great tool for adjunct faculty who are teaching at multiple institutions. Erica suggested the committee create a start here module that SCC faculty could import, tweak, and use in their own course shells. Sarah said she could see that being especially beneficial to new faculty. Erica said you can search in Canvas Commons and import any material that is offered publically.

Carol stated this would be a good way for faculty to have groups. Carol said Canvas Commons would be enabled and available in our Learning Management System (LMS) on January 3. She stated that she will include information about it in the December DE bulletin.

OEI Rubric. Erica presented the OEI Rubric to the committee. The rubric has built in categories and criteria. Erica demonstrated how she pasted the form into a google document that would allow a reviewer to give a value per section and comment on each section. Erica stated the rubric seems like a more cohesive way of approaching the checklist review process. Erica feels the rubric is well written and the language of the rubric is much clearer. She feels it provides more information than the Course Shell Review Checklist that is currently being used by faculty to develop his/her course shells.

Barbara thought the rubric, or at least the use of parts of it, would be a good goal to work toward. Sarah said any change in the process should not be considered until we get a DE Coordinator.

6. Course Shell Reviews

Committee members proceeded to discuss course shell reviews.

HIST 018 (NP)

SOC 001 (LP)

The shell reviews listed above were cancelled. The HIST 018 course had never been taught online and there is no HIST 018 online development shell. The SOC 001 course will no longer be offered by the listed instructor per that instructor. These two courses will be removed from the Canvas Approval List.

PHYS 010 (PP)

Faculty members who reviewed the shell listed above recommended the course be approved with a pilot status. There was no need for a roll call vote. It was unanimously agreed upon by all committee members that the PHYS 010 course be approved with a pilot status.

HIST 017

THEA 011

Faculty members who reviewed the shells listed above recommended the courses be approved as Final.

Committee members accepted the recommendations for the shells reviewed and listed above.

7. Adjournment

Sarah asked for a motion to adjourn the meeting.

Motion to adjourn – Barbara Villatoro; Seconded – Winifred Hunton-Chan.

The meeting was adjourned at 4 p.m. The next meeting is scheduled for January 23, 2017 in Room 811 from 2:30 p.m. – 4:00 p.m.