



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

September 22, 2017

Room 812

12:00 p.m. – 1:30 p.m.

1. Call to Order	The Distance Education Committee Meeting was called to order at 12:00 p.m. by Coordinator Erica Beam.
2. Roll Call	Members present were Isabel Anderson (LA); Erica Beam (DE Coordinator/Chair); Elizabeth Freed (HS); Winifred Hunton-Chan (LA); Oanh Lam (MS); Ashlie Lawson (COUN); Laura Maghoney (AT&B); Sarah Nordin (AT& B); Scott Ota (IT); Svetlana Podkolzina (MS); Sandra Rotenberg (Lib); Robin Sytsma (HS); and Carol Zadnik (DE Tech) Absent/Excused: Glenn Keyser (LA); and Sandy Lamba (Dean of SBS) Erica Beam requested today's agenda be amended to include SOC 002 (LM) as a Discussion/Action Item for 7D. She also stated that HIST 017 (RF), HIST 018 (RF), SOCS (SM), and CDFS 062 (AO) for Discussion/Action Item 7D are being deferred to a later date. Erica will email the Instructor of the HIST 017 and HIST 018 development shell.
3. Approval of Agenda (9/22/17)	Erica Beam asked for a motion to approve the amended agenda. Adoption of September 22, 2017, DE Agenda: Motion to approve – Sarah Nordin; Seconded – Robin Sytsma; Passed – unanimously.
4. Approval of Minutes (9/8/17)	Erica Beam asked for a motion to approve minutes. Adoption of September 8, 2017 Meeting Minutes: Motion to approve – Sarah Nordin; Seconded – Winifred Hunton-Chan; Passed – unanimously.
5. Public Comments	Salvatore Abbate with the Applied Technology and Business Department attended the meeting; however, there were no public comments.

6. Information Items

Twelve participants completing the Intro. to Online Learning Course.

Erica announced there are 12 people completing the training course entitled *Introduction to Online Learning*. Erica said she and Carol are working to get badges in Canvas, and those who complete the training courses in the future will earn a badge that can be displayed in his/her profile. Erica would also like to build a fourth badge, possibly in Spring 2018, for committee members who are familiar with the OEI Rubric and review course shells.

Accessibility Course begins Monday, September 25. Erica announced the new course on Accessibility will begin Monday. It can be taken as a stand-alone training course. It will include information on how to make new documents accessible as well as converting current documents to make them accessible. The link to sign up for a training course is located at the SCC Faculty FAQs page. Erica said the *Introduction to Online Teaching and Learning with Canvas* and the *Creating Accessible Online Content* are @ONE courses; however, the *Online Pedagogy, Assessment and Strategies for Student Success* is a course she created. Erica said she plans to offer all three training courses each semester. Erica said full-time faculty can receive up to 40 hours of flex credit per each course completion. Adjunct faculty may claim 40 hours for evaluation purposes, but will only get paid per his/her contract hours.

Recorded Portfolium presentation in Faculty FAQs. Erica announced she participated in a Portfolium presentation last week, and that training session has been posted at the Faculty FAQs page for any faculty interested in knowing how to use Portfolium with his/her course.

7. Discussion/Action Item

Erica presented the process used by the CCC Course Exchange for course shell reviews. She explained that instructors are assigned a mentor when they submit a course shell for review. The first step is for the instructor of the shell to do a self-assessment using the OEI Rubric. The instructor and mentor then work together to get all components of the course shell aligned in meeting the requirements of the rubric. The course shell is then reviewed by four individuals. One reviewer looks at the entire course shell for accessibility compliance. Then that reviewer works with the instructor on Section E4 of the rubric for alternatives or workarounds to publisher content that is not accessible. Erica explained how she likes this model, because it offers faculty a lot of help rather than just a decision on the shell review.

Erica suggested instructors be assigned a mentor when he/she submits a course shell for review. She suggested the committee have a rotating

list for mentor assignments as shells are submitted. The mentor will help the instructor with his/her self-assessment or anything in the course shell with which they feel they need help. The mentor will then pass the course shell on to two reviewers. Two committee members will review the course shell utilizing the rubric as a guide.

Erica is hoping to eliminate future Provisional or pilot approved shells by utilizing the mentor and review process based on the rubric. Erica suggested the Provisional and pilot approved course shells that are due to be reviewed now, be reviewed based on the old standards.

Erica asked the committee for any ideas on the process she presented. Erica discussed the expectations of the mentor and instructor relationship by saying the mentor will review course shells, provide feedback on how to align with the rubric, and the mentor will agree to meet with the instructor for a limited amount of time if needed. Sandra mentioned the mentor should review the instructor's self-assessment as well. Erica agreed and added that the instructor will first need to complete his/her self-assessment and submit it to Carol, who will distribute it to the mentor.

Erica said she would like to build a fourth training course based on the rubric and the course shell approval process. Erica implied the training course would include things like how to read the rubric, what does it mean to align with the rubric, what the mentor process will look like for the instructor, and what the self-assessment process will look like.

The committee discussed and finalized the course shell review process as listed below.

1. course submitted
2. self-assessment received by DE
3. mentor assigned (Section A,B, & C of the OEI Rubric)
4. mentor reviews shell and self-assessment
5. mentor provides feedback and suggestions
6. mentor moves shell forward to DE Coordinator and/or Reviewers

7. assigned two reviewers (Section A,B, and C of the OEI Rubric; DE Coordinator to review Sections D and E)
8. reviewers present approval for committee at next DE meeting
9. committee provides approval and/or feedback for faculty and their course

Erica Beam asked for a motion to approve the new Distance Education Course Shell Review Process.

Motion to approve – Sarah Nordin; Seconded – Sandra Rotenberg;
Passed – unanimously.

The process will be presented to the Academic Senate next for approval.

C. Assignment of provisional or pilot shells currently in queue for approval. Erica asked for volunteers to review the following provisional and pilot approved shells based on the previous Course Shell Review Checklist:

- DRFT 058 (CJ)
- PHYS 010 (PP)
- OT 166 (JL)
- ENGL 021 (EF)
- CDFS 070 (MP)

Committee members were assigned and will report his/her findings and recommendations on the shells listed above at the October 13 DE meeting.

D. Assignment of requested shell reviews currently in queue for approval. Erica suggested based on other recommendations the LR 010 (AF) and the OT 163 (JL) shell be fast-tracked through with a review utilizing the OEI Rubric. These two shells would not be subjected to an Instructor self-assessment and mentor process. These two shells could be the last two shells approved with a possible provisional status. Erica asked for volunteers to review the following course shells utilizing the OEI Rubric:

- LR 010 (AF)
- OT 163 (JL)

Committee members were assigned and will report his/her findings and recommendations on the shells listed above at the October 13 DE meeting.

Erica asked for volunteers to mentor the following shells:

- BUS 018 (MD)
- KINE 020A (TP-B)
- GEOL 001 (DW)
- GEOL 005 (DW)
- CDFS 038 (RO)
- CDFS 070 (RO)
- SOC 001 (SM)
- SOC 002(SM)
- ENGL 001 (ML-R)
- MUSC 013 (KK)
- CIS 001 (ZC)
- SOC 002 (LM)

Committee members were assigned as mentors. Erica said she would send out an email requesting a self-assessment using the OEI Rubric from the instructors. She will let the instructors know they have been assigned a mentor and will include the time line for the process.

8. Adjournment

Erica Beam asked for a motion to adjourn the meeting.

Motion to adjourn – Sarah Nordin.

The meeting was adjourned at 1:30 p.m. The next meeting is scheduled for October 13, 2017, in Room 812 from 12:00 p.m. – 1:30 p.m.