



Distance Education Committee

Adopted Minutes

December 8, 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 Erica Beam (DE Coordinator/Chair); Elizabeth Freed (HS); Glenn Keyser (LA); Oanh Lam (MS); Sandy Lamba (Dean of SBS); Ashlie Lawson (COUN); Laura Maghoney (AT&B); Sarah Nordin (AT&B); Scott Ota (IT); Rachel Purdie (SBS); Sandra Rotenberg (Lib); Kerri Ryer (SBS); Robin Sytsma (HS); and Carol Zadnik (DE Tech) Absent/Excused: Isabel Anderson (LA); Winifred Hunton-Chan (LA); and Svetlana Podkolzina (MS) Erica requested today's agenda be amended to include information about flex activities and Hybrid courses as additional Information Items. Carol asked that the topic of Canvas student enrollments be amended to the December 8 agenda as an additional Information Item as well.
3. Approval of Agenda (12/8/17)	Erica Beam asked for a motion to approve the amended agenda. Adoption of December 8, 2017, DE Agenda: Motion to approve – Sarah Nordin; Seconded – Robin Sytsma; Passed – unanimously.
4. Approval of Minutes (11/17/17)	Erica Beam asked for a motion to approve minutes. Adoption of November 17, 2017, Meeting Minutes: Motion to approve – Sarah Nordin; Seconded – Dean Lamba; Passed – unanimously.
5. Public Comments	There were no public comments.
6. Information Items: <i>a. Flex activity</i>	Erica announced that @ONE is under new leadership and has a new website at http://onlinenetworkofeducators.org . They are offering a free online flex day on January 12, 2018. The two flex topics include <i>10-10-10: COMMUNICATION THAT MATTERS</i> with Lene Whitley-Putz and <i>HUMANIZING YOUR ONLINE CLASS WITH ADOBE SPARK VIDEO</i> with Michelle Pacansky-Brock.

Erica said she and Carol will be doing more random flex activities during the Spring 2018 semester. Erica said she will be facilitating these activities for all faculty.

b. Hybrid courses

Erica said face-to-face and hybrid classes have a higher student success rate than online classes; and she would like to see more hybrid courses offered at Solano. She said that student success rates will increase by converting some of the online classes, which struggle with student success, to hybrid classes.

Erica said she has identified a problem with the listing of hybrid courses, and she is working with Research and Planning to have a script issue adjusted so that hybrid courses will appear in the online list and location list of class finder. Erica said this could improve enrollments.

c. Canvas student enrollments

Carol announced that Information Technology has created an api call to automate the student enrollment process between Banner and Canvas. Canvas will be automatically updated Monday through Sunday at 7 a.m.; 11 a.m.; 3 p.m.; and 7 p.m. Carol mentioned that she will still be able to manually update Canvas if needed. Carol said she will no longer be working in the evenings and weekends to update Canvas and answer DE tickets and emails.

7. Discussion/Action Items:

a. Course Shell Reviews

The committee discussed the importance of Instructor initiated contact and interaction with students in an online class, which should include announcements, discussions, and feedback on assignments and quizzes. Sarah suggested checking with the Online Education Initiative (OEI) to see what their practice is regarding publisher material since Solano is aligning itself with the OEI. Erica said she would look into the practices of the OEI.

CIS 050 (JM)

CIS 073 (JM)

The shells listed above are deferred to a later date.

ENGL 021 (EF)

MUSC 013 (KK)

KINE 020A (TP-B)

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

OT 163 (JL)

The shell listed above is deferred to a later date.

SOC 002 (LM)

The mentor recommended the shell be advanced for two reviewers.

There was a motion to accept all recommendations on course shell reviews listed above.

Motion to accept decisions – Sarah Nordin; Seconded – Laura Maghoney; Passed – unanimously.

b. Assignments

There are no new shells at this time to be assigned to a mentor.

c. Committee structure and responsibilities

Erica explained to members how the Academic Senate members rotate through committee servitude. She said she would like to see the DE committee members rotate with the same structure. Each member would serve on the committee for two years; however, the membership between two members from the same school will be offset by one year. This type of rotation will prevent the need for replacement of both members from a school at the same time. Current committee members will be allowed to serve an additional rotation when there are no new volunteers from a school.

Erica asked for a motion to adopt the offset of a two-year term rotation between DE committee members of the same school.

Motion to adopt DE membership structure – Sandra Rotenberg; Seconded – Sarah Nordin; Passed – unanimously.

d. Committee goals and report

Erica presented the DE Committee Goals for Academic Year 2015-2016. She mentioned that she will submit one for 2017-2018 after today's meeting and discussed some of the items that will be included in the report:

- ongoing faculty training and support
- alignment with the OEI and ongoing progress in preparation for the Online Education Initiative (OEI) integration
- ongoing progress with course shell reviews
- more engaging hands-on practical student workshops
- ongoing conference participation
- more innovative ideas
- Canvas materials added to the Faculty FAQs page

Erica will include accomplished goals in the report along with ongoing goals. Erica said education and training should be continued goals at Solano, and she would like to see them become mandatory and recurrent.

8. Next DE Meeting

The next meeting is scheduled for February 2, 2018, in Room 503 from 10:30 p.m.-12:30 p.m.

9. 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.