



Distance Education Committee

Adopted Minutes

February 1, 2019

Room 505

11:00 a.m.-12:00 p.m.

1. Call to Order	The Distance Education Committee Meeting was called to order at 11:00 a.m. by Coordinator Erica Beam.
2. Roll Call	Members present were Erica Beam (DE Coordinator/Chair); Elizabeth Freed (HS); Oanh Lam (MS); Ashlie Lawson (COUN); Katherine Luce (Lib); Laura Maghoney (AT&B); Sarah Nordin (AT&B); Scott Ota (IT); Svetlana Podkolzina (MS); Robin Sytsma (HS); and Carol Zadnik (DE Tech) Absent/Excused: Michelle Arce (SBS); Sarah Barsness (LA); Glenn Keyser (LA); Joseph Ryan (Dean of MS); and Kerri Ryer (SBS)
3. Approval of Agenda (2/1/19)	Erica Beam asked for a motion to approve the agenda. Adoption of February 1, 2019, DE Agenda: Motion to approve – Ashlie Lawson; Seconded – Robin Sytsma; Passed – unanimously.
4. Approval of Minutes (11/2/18)	Erica Beam asked for a motion to approve minutes. Adoption of November 2, 2018, Meeting Minutes: Motion to approve – Sarah Nordin – Seconded – Elizabeth Freed; Passed – unanimously.
5. Public Comments	There are no public comments.
6. Information Items: <i>a. January FLEX</i> <i>b. Spring 2019 Training</i>	Erica announced that attendance was good for all three flex workshops in January. Erica announced that the Spring 2019, Introduction to Online Learning, training class for faculty has begun, and the second training class entitled Creating Accessible Course Content will begin on March 4, 2019. The next set of training classes will be offered during the Fall 2019 semester. Erica asked committee members to remind everyone at his/her school meetings about the April 4, 2019, deadline date for Spring and Summer 2020 online teaching consideration.

Svetlana asked about the training for hybrid courses. Erica said the training and requirements are the same for hybrid as is for online. Erica suggested that faculty fill out the Distance Education (DE) Addendum for curriculum to include the hybrid option as well as the online option so that it would only have to be approved once making it eligible to teach as a hybrid or online class.

c. *OEI Rubric Refresher*

Erica began a refresher of the Online Education Initiative (OEI) Rubric with Section A: Content Presentation. She mentioned that the learning objectives included in units or modules could come from publisher chapter materials, but should be bite-size.

Oanh asked for clarification of the word demonstrable listed under aligned column in Section A2. Erica said an example of demonstrable would be workable exercises that show how a learning objective is met. Erica said the exercises should show a relationship between the activity and the learning objective.

Robin asked Erica to explain the exemplary elements for Section A. She asked about objectives written in language that is student centered and the relationship between content/activities and unit objectives made explicitly clear to the students. Erica said every assignment should show learning objectives and how the learning objective is met. Erica said "You will be able to..." is an example of language that is student centered. She stated an activity should be related to one learning object to make it explicitly clear.

Robin suggested that it would be helpful if faculty would include comments on his/her self-assessment with regard to the aligned items in the OEI Rubric and how they relate to one's course shell. Erica said she would include this topic in the next meeting as a discussion/action item.

Erica continued to explain the language in the align column of the rubric with A4 through B4. She stated she will pick up at B5 and complete the refresher on the OEI Rubric at the next meeting.

7. Discussion/Action Items:

a. *Start Here Module*

Erica asked committee members to convey any ideas or suggestions for the Start Here Module before Summer 2019 course shells are loaded.

- | | |
|--|--|
| <p><i>b. VoiceThread</i></p> | <p>Katherine looked into <i>VoiceThread</i> and conveyed information back to the committee members on her findings. She said you have to purchase an additional tier of the product for close caption capability. Erica expressed to the committee that there is a lack of support for the product at this time/ therefore, DE will not purchase the product at this time.</p> |
| <p><i>c. Reciprocal Training</i></p> | <p>Erica told committee members that Solano does not offer reciprocity for other training methods from other educational institutions or sources other than @ONE. The committee agreed this should stand as is.</p> |
| <p><i>d. Results of Provisional Course Shell Reviews</i></p> | <p>All provisional shells have been reviewed on the DE Course Shell Approval List with the exception of a few that have not been taught.</p> |
| <p><i>e. Current Course Shell Approvals</i></p> | <p>Erica asked for a volunteer to mentor ENGL 002 (ML-R). Katherine Luce volunteered.</p> |
| <p>8. Next DE Meeting</p> | <p>The next meeting is scheduled for March 1, 2019, in Room 505 from 11 a.m.-12 p.m.</p> |
| <p>9. Adjournment</p> | <p>Erica Beam asked for a motion to adjourn the meeting.
 Motion to adjourn – Oanh Lam.
 The meeting was adjourned at 12:05 p.m.</p> |