



## Distance Education Committee

### Adopted Minutes

April 5, 2019

Room 505

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

---

<b>1. Call to Order</b>	The Distance Education Committee Meeting was called to order at 11:00 a.m. by Coordinator Erica Beam.
<b>2. Roll Call</b>	Members present were Michelle Arce (SBS); Erica Beam (DE Coordinator/Chair); Elizabeth Freed (HS); Glenn Keyser (LA); Ashlie Lawson (COUN); Katherine Luce (Lib); Scott Ota (IT); Svetlana Podkolzina (MS); Joseph Ryan (Dean of MS); Robin Sytsma (HS); and Carol Zadnik (DE Tech)  Absent/Excused: Sarah Barsness (LA); Oanh Lam (MS); Laura Maghoney (AT&B); Sarah Nordin (AT&B); and Kerri Ryer (SBS)
<b>3. Approval of Agenda (4/5/19)</b>	Erica Beam asked for a motion to approve the agenda. Adoption of April 5, 2019, DE Agenda: Motion to approve – Glenn Keyser; Seconded – Robin Sytsma; Passed – unanimously.
<b>4. Public Comments</b>	There are no public comments.
<b>5. Information Items:</b> <i>a. Online Start Here Blueprint Shell</i>	Erica announced there are two different Blueprint shells being pushed out with the Summer 2019 course shells. The eCompanion course shells have the same Blueprint Shell as used during the Spring 2019 semester; however, the Summer 2019 online course shells have a new Blueprint Shell with some modifications. Modifications were made to the Participation Policies and Class Workload Expectation page. The new Blueprint Shell includes a module with an online student orientation as well. This module will meet the requirements for teaching students to navigate Canvas and many other commonly used components of Canvas. Faculty who utilize the Start Here Module in the Blueprint Shell will be in compliance with SCC faculty requirements.

Dean Ryan inquired as to how long it might take a student to go through the online orientation. Erica said it will take students approximately two hours to go through the orientation. Elizabeth asked if the new online student orientation can be used in eCompanion shells. Erica advised the committee members that they just need to email Carol to request it be added to his/her eCompanion shell.

Erica said the dates on the Blueprint Shell will be changed on the Critical Dates and Course Schedule page each semester to reflect that semester's dates. This will be done for online and eCompanion Blueprint Shells. Erica also added a place that faculty can put a link to a survey in the online Blueprint shell so students can provide anonymous course feedback. Online Instructors must provide students with a way to provide anonymous course feedback in order for the course to be aligned with the Online Education Initiative (OEI) Rubric. Erica mentioned she may post a link on how to create a google form, which can be utilized to create a survey that will render anonymous student feedback. Each faculty member will need to create his/her own survey in order to receive his/her own anonymous feedback.

**6. Discussion/Action Items:**

*a. Vote to approve shells*

Erica reviewed the following courses as well as the course mentor and reviewer comments:

- CIS 062 (AC)
- CDFS 050 (TS)
- BIO 012 (RM)

Erica recommended the courses listed above be approved; committee members unanimously agreed to accept the recommendation and approve the courses listed above with the exception of Svetlana Podkolzina who disagreed with the approval of CIS 062.

*b. Mentor Responsibilities*

Erica said the same members volunteer to be mentors for the majority of course shell submissions. Erica asked for feedback regarding expectations of committee members. Erica said she plans to include this topic in the next DE meeting, because an equitable method needs to be identified to incorporate more mentor and course shell review participation among the committee members. The committee also needs to recruit someone for each position that is not filled on the committee.

c. *Assign Mentors and Reviewers*

Erica asked DE committee members if they want to establish a policy to have one member assigned to mentor an Instructor with multiple courses for review. She is currently mentoring an Instructor with two different ASTR course shell submissions. Erica said we have two additional Instructors that have two different course shell submissions that require a mentor. Robin volunteered to mentor the Instructor with an ASL 001 and ASL 005 submission. Erica asked for a volunteer to mentor the Instructor who has submitted a NURS 052 and NURS 111 shell. She also asked for a volunteer to mentor HED 003 (SS) and ENGL 004 (WH-C). Glenn volunteered to be a mentor for the ENGL 004 shell and Michelle volunteered to be a mentor for the HED 003 course shell. Ashlie volunteered to be a mentor to the Instructor who submitted the NURS 052 and NURS 111.

**8. Next DE Meeting**

The next meeting is scheduled for May 3, 2019, in Room 505 from 11 a.m.-12:00 p.m.

**9. Adjournment**

Erica Beam asked for a motion to adjourn the meeting.  
Motion to adjourn – Glenn Keyser.  
The meeting was adjourned at 12:05 p.m.