



Distance Education Committee

Adopted Minutes

October 5, 2018

Room 505

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

<p>1. Call to Order</p>	<p>The Distance Education Committee Meeting was called to order at 11:10 a.m. by Coordinator Erica Beam.</p>
<p>2. Roll Call</p>	<p>Members present were Sarah Barsness (LA); 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); Rachel Purdie (SBS); Joseph Ryan (Dean of MS); Robin Sytsma (HS); and Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Glenn Keyser (LA); Svetlana Podkolzina (MS); and Kerri Ryer (SBS)</p>
<p>3. Approval of Agenda (10/5/18)</p>	<p>Erica Beam asked for a motion to approve the agenda. Adoption of October 5, 2018, DE Agenda: Motion to approve – Sarah Nordin; Seconded – Laura Maghoney; Passed – unanimously.</p>
<p>4. Approval of Minutes (9/7/18)</p>	<p>Erica Beam asked for a motion to approve minutes. Adoption of September 7, 2018, Meeting Minutes: Motion to approve – Ashlie Lawson; Seconded – Sarah Barsness; Passed – unanimously.</p>
<p>5. Public Comments</p>	<p>There are no public comments.</p>
<p>6. Information Items: <i>a. Technology updates</i></p>	<p>There are no new technology updates at this time, but Erica promoted the attendance of the eTeacher’s meeting where best practices in Canvas along with the use of other third party software is shared amongst one another. Erica asked committee members to mention the eTeacher meetings at his/her school meetings to encourage participation. The eTeacher meetings are hosted by Mark Berrett every other Thursday at 2 p.m. in Room 503. The upcoming meeting will be about Respondus 4.0.</p> <p>Erica said she plans to begin using the announcement feature in the SCC Distance Education shell to alert faculty of upcoming opportunities and events.</p>

b. *Instructurecon 2019*

Erica announced that Instructurecon 2019 will be held in Long Beach from July 9-11, 2019. She asked that anyone interested in attending submit his/her professional development request.

c. *OER Resources*

Katherine Luce presented information regarding Open Education Resources (OER), which is a subset of the Zero Textbook Cost (ZTC) offerings. These resources have a creative commons license, which do not fall under copyright laws. There is also My Open Lab Resources available to faculty. Open educational resource materials can be remixed and used to share with students. Katherine said the library also subscribes to ebook and video databases, which have unlimited simultaneous licenses for use by faculty and are available to students at no cost. Katherine mentioned that there are a lot of open course materials in Canvas Commons. She mentioned that there is also federal money to support Open Education Resource projects.

Erica mentioned that SCC is required by state law to identify zero textbook cost (ZTC) classes through the online course schedule that is posted on Solano's website. There is a state symbol which represents ZTC classes which must be posted in the schedule. Although SCC may not be offering zero textbook cost classes at this time, this may be a future consideration for those classes that need additional enrollments.

7. Discussion/Action Items:

a. *Assign shell reviewers*

Shell reviewers were assigned to GEOL 001, CDFS 062, and CHEM 010. There are more self-assessments and shell review requests expected to come in before the next DE meeting. Requests for mentors or reviewers will go out as they are needed. Erica mentioned that there are several shells approved as either pilot or provisional that have been taught and need to be reviewed. The committee discussed how they would like to review the shells, and decided to review them all together at the December 7, 2018, meeting.

b. *Publisher showcases for LMS content*

Erica said she would like to see a stronger relationship developed between faculty and publishers. She spoke with her Wiley representative and asked if a company technician would be available to come and do a presentation. She asked committee members if they would be interested in publisher demonstrations on how publisher content can be implemented with Canvas, what their Canvas integrations would look like, and what they have available to offer faculty. Suggestions were made to contact Wiley, Cengage, McGraw-Hill, and Pearson for demonstrations.

- c. *January flex activities* Erica mentioned the new DE Shell in Canvas will help disseminate information as well as the eTeacher's meetings. She asked what topics or activities the committee members would like to see offered for flex in January, or if they would be interested in doing any flex workshops. Sarah said she felt that topics on using Canvas for eCompanion shells are very beneficial.
- d. *Procedures* Erica said there are no procedures in place to remove courses from the Canvas Approval List if an Instructor is no longer with SCC. There is also no procedure for removing or reevaluating approved pilots or provisional shells that have never been taught and do not come up for a final review. It is important to establish a procedure for these instances due to current training and compliance laws. Erica mentioned that the Senate will be making a recommendation for DE shells to be reviewed again for compliance the second year after program review.
- After much discussion, committee members felt that classes approved with a pilot or provisional status should be removed or reevaluated with a two year academic expiration date from the shell approval date. It was recommended that approved shells would be removed from the Canvas Approval List one academic year after employee separation from SCC. Erica said she would provide a draft for these procedures at the next DE meeting.
- Erica asked if there is any opposition to providing the DE meetings additionally through Zoom. Quorum requirements must still be met by members physically present at the DE meetings. There was no opposition by committee members; therefore, future meetings will be offered through Zoom.
- e. *VoiceThread* Erica asked if anyone had a chance to sign up for a free VoiceThread account and try it out. She mentioned that there is also an app for VoiceThread that can be used with mobile devices. She asked committee members again to try VoiceThread before the next meeting. Erica said she would like for members to try different technologies to meet the Instructor/student contact requirements.
- f. *Peer Review feedback* Erica asked committee members in the peer review process to provide her with feedback related to Distance Education.
- 8. Next DE Meeting** The next meeting is scheduled for November 2, 2018, in Room 505 from 11 a.m.-12 p.m.

9. Adjournment

Erica Beam asked for a motion to adjourn the meeting.
Motion to adjourn – Sarah Nordin.
The meeting was adjourned at 12:10 p.m.