Distance Education Committee Meeting Minutes

Agenda

Friday, November 4, 2022

Zoom and Vacaville, Room 133

10:00 am – 12:00 pm

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
1. Call to order/Land acknowledgement	2 min.	Coordinator	We should take a moment to acknowledge the land on which we are gathered. For thousands of years, this land has been the home of PUTTwin people. Today, there are three federally recognized Patwin tribes: CATCH-ill DEEHEE Band of WIN- tune Indians of the Colusa Indian Community, KLET-SELL DEE-HEE Band of Wintun Indians, and YO-chuh DEE-HEE Wintun Nation. The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.
2. Role call[1]	2 min.	Coordinator	Voting Members ☑ John D. Perez (Chair/Tie breaker) ☐ Jim Long (Biology) ☑ Genele Rhoads (Mathematics) ☑ Elizabeth Freed (Nursing) ☑ Robin Sytsma (Nutrition) ☑ Sarah Nordin (Criminal Justice)

---

[1] Quorum for D.E. Committee is 7

			☐ Laura Maghoney (Economics) ☐ Gwen Gallagher (ASL) ☐ Winifred Hunton-Chen (English) ☐ Michelle Arce (History) ☐ Vacant (Social & Behavioral Sciences) ☐ Erin Duane (Learning Resources) ☐ Ashlie Lawson (Counseling) Non-voting Members ☐ Tony Zitko (Dean) ☐ Kimo Calilan ☐ Robert Nunez ☑ Kelsi Mundell ☐ Laura Scott
3. Approval of Agenda[2]	1 min.	Committee	● See motion under Appendix
4. Approval of Meeting Minutes 10/7/22[3] 5. Approval of Meeting Minutes 10/21/22[4]	5 min.	Committee	● See motion under Appendix ● 10/21/23 tabled ○ ●
6. Public comments	10 min.		● Introduction of May Winton as part of DSP with his offer of assistance, and brings up JAWs for screen reader available to anyone

---

[2] Action item for committee vote
[3] Action item for committee vote
[4] Action item for committee vote

7. Coordinator Update
   a. Senate report - 11/7/22
   b. Coordinator Report
     i. Title IV updates
	10 min.	Coordinator	● Ongoing DE Support,
			● Working on canvas integration and E transcript Banner
			● Reimbursements for the POCR training, chances for more classes
			● Title IV gives more direction on education interaction, especially in an online/in-person campus

8. Informational items
   a. New DE Webpages
     i. Past meetings
     ii. Hot Topics
   b. Newsletter
   c. Zoom archiving
   d. Spring 2023 Flex Day
     i. DE Events
     ii. Maestro demonstration
	10 min.	Coordinator
		
		Dr. Kuo
			● Canvas support line provided for a full year
			  ○ Decision required May 2023 to continue this
			● New language and info on DE page
			● Corrected links on the site, looking for more opportunities to improve the site
			● Online instruction certifications with standards and baselines. Attempting to acquire Senate accommodation for guidelines, issues with certification years and expiration
			● Use the video provided in the link order to begin saving zoom videos to a safe space or risk deletion of some videos. Begins in spring 2023 with spring 22 being archived.
			● Maestro allows people without computer science background to still use automations within their work EX: switching between two different schools for canvas with a quick shortcut instead of separate processes signing in.
			●

9. Shell reviews a. Assign mentors	5 min.		● mentors assigned to shell review, 1 position left open.

10. Discussion/Action Items (Policies)
   a. DEI Adoption
   b. Mission Statement
	20 min.	Coordinator	● Beginning the process of setting up DEI guidelines in use with DEI, some baselines are like the Peralta Rubric.
			● DE support being defined, while the DE shell as seen on canvas is to be refined, especially the handbook and the content borrowed from other colleges.

c. DE Handbook d. Canvas Clean Up Project e. [New Blueprints](#) (2023)			• Archiving or "deleting" classes from the Canvas UI in order to clean up the shell. Attempts at this process will begin on the test server in order to insure there are no unexpected complications. Courses can be recovered from this "deleted" designation. • New updated shell blueprints for spring 2023, used with design plus so that staff can use and manipulate this template and its add-ons.
11. Discussion/Action Items a. Canvas Clean Up Project b. [RSI](#)[5] c. Recertification guidelines[6] d. POCR Timelines e. Local POCR Team	40 min.	Coordinator	• Clean up SP23 (see above) • Items a-c were only called to attention but not fully discussed • California Virtual College classes offered to inside and outside California. • Phase 1 is more about sharing information with cbc about our databases, like processes and procedures surrounding classes • Phase 2 is about training and review for staff to be up to speed
12. SCC POCR Updates a. POCR Timelines b. Local POCR Team	10 mins.	Coordinator	
13. Next DE Meeting	3 min.	Coordinator	December 2, 2022, 10 am, Vacaville, Room 133 and Zoom
14. Adjournment	2 min.		

---

[5] Action item for committee vote
[6] Action item for committee vote

Action Items

Motion #1 - Agenda	Motion Placed by	Second Motion	Votes
Agenda discussion item 4. **"To approve the Oct. 7, 2022 meeting agenda."**	☑ Jim Long	☑ Elizabeth Freed	Voting Members ☐ John D. Perez (Chair/Tie breaker) ☑ Jim Long (Biology) ☑ Genele Rhoads (Mathematics) ☑ Elizabeth Freed (Nursing) ☑ Robin Sytsma (Nutrition) ☑ Sarah Nordin (Criminal Justice) ☑ Laura Maghoney (Economics) ☐ Gwen Gallagher (ASL) ☐ Winifred Hunton-Chen (English) ☐ Michelle Arce (History) ☐ Vacant (Social & Behavioral Sciences) ☑ Erin Duane (Learning Resources) ☐ Ashlie Lawson (Counseling)
Motion #1 Outcome	This motion passed by		This item will *not* be sent to the Solano College Academic Senate for approval.

Motion #2 - Meeting Minutes	Motion Placed by	Second Motion	Votes
Agenda discussion item 4.	☐	☐	Voting Members ☐ John D. Perez (Chair/Tie breaker) ☐ Jim Long (Biology) ☐ Genele Rhoads (Mathematics) ☐ Elizabeth Freed (Nursing) ☐ Robin Sytsma (Nutrition) ☐ Sarah Nordin (Criminal Justice) ☐ Laura Maghoney (Economics) ☐ Gwen Gallagher (ASL) ☐ Winifred Hunton-Chen (English) ☐ Michelle Arce (History) ☐ Vacant (Social & Behavioral Sciences) ☐ Erin Duane (Learning Resources) ☐ Ashlie Lawson (Counseling)
Motion #2 Outcome	This motion passed by		This item will *not* be sent to the Solano College Academic Senate for approval.

Motion #3 - Canvas Global Announcements	Motion Placed by	Second Motion	Votes
Agenda link discussion item "	☐	☐	Voting Members ☐ John D. Perez (Chair/Tie breaker) ☐ Jim Long (Biology) ☐ Genele Rhoads (Mathematics) ☐ Elizabeth Freed (Nursing) ☐ Robin Sytsma (Nutrition) ☐ Sarah Nordin (Criminal Justice) ☐ Laura Maghoney (Economics) ☐ Gwen Gallagher (ASL) ☐ Winifred Hunton-Chen (English) ☐ Michelle Arce (History) ☐ Vacant (Social & Behavioral Sciences) ☐ Erin Duane (Learning Resources) ☐ Ashlie Lawson (Counseling)
Motion #3 Outcome	This motion passed by		This item will be sent to the Solano College Academic Senate for approval and adoption.

Motion #4 - Online Instruction	Motion Placed by	Second Motion	Votes
Agenda link discussion item "	☐	☐	Voting Members ☐ John D. Perez (Chair/Tie breaker) ☐ Jim Long (Biology) ☐ Genele Rhoads (Mathematics) ☐ Elizabeth Freed (Nursing) ☐ Robin Sytsma (Nutrition) ☐ Sarah Nordin (Criminal Justice) ☐ Laura Maghoney (Economics) ☐ Gwen Gallagher (ASL) ☐ Winifred Hunton-Chen (English) ☐ Michelle Arce (History) ☐ Vacant (Social & Behavioral Sciences) ☐ Erin Duane (Learning Resources) ☐ Ashlie Lawson (Counseling)
Motion #4 Outcome	This motion passed by		This item will be sent to the Solano College Academic Senate for approval and adoption.

Motion #	Motion Placed by	Second Motion	Votes
Agenda discussion item #. "**Insert motion here**."	☐	☐	Voting Members ☐ John D. Perez (Chair/Tie breaker) ☐ Jim Long (Biology) ☐ Genele Rhoads (Mathematics) ☐ Elizabeth Freed (Nursing) ☐ Robin Sytsma (Nutrition) ☐ Sarah Nordin (Criminal Justice) ☐ Laura Maghoney (Economics) ☐ Gwen Gallagher (ASL) ☐ Winifred Hunton-Chen (English) ☐ Michelle Arce (History) ☐ Vacant (Social & Behavioral Sciences) ☐ Erin Duane (Learning Resources) ☐ Ashlie Lawson (Counseling)
Motion # Outcome	This motion passed by		This item will be sent to the Solano College Academic Senate for approval and adoption.

2022-2023 Meeting Schedule

All meetings will be hosted from 10:00 am - 12:00 pm in hybrid form.

Meeting dates	
Fall 2023 semester	
August 26, 2022	
September 2, 2022	
October 7, 2022	
October 21, 2022	● Special DE meeting to review policies for online instruction
November 4, 2022	
December 2, 2022	● Final shell review and approval for SP23 instructor and shell certification

Meeting dates	
Spring 2023 semester	
January 20, 2023	
February 3, 2023	
March 3, 2023	
April 7, 2023	
May 5, 2023	● Final shell review and approval for SU/FA23 instructor and shell certification ● 23-24 Meeting approvals