



# Distance Education Committee Meeting

## Agenda

Friday, December 2, 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/ <a href="#">Land acknowledgement</a>	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 <sup>1</sup>	2 min.	Coordinator	Voting Members <input checked="" type="checkbox"/> John D. Perez (Chair/Tie breaker) <input checked="" type="checkbox"/> Jim Long (Biology) <input checked="" type="checkbox"/> Genele Rhoads (Mathematics) <input checked="" type="checkbox"/> Elizabeth Freed (Nursing) <input checked="" type="checkbox"/> Robin Sytsma (Nutrition) <input checked="" type="checkbox"/> Sarah Nordin (Criminal Justice)

<sup>1</sup> Quorum for D.E. Committee is 7

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
			<input checked="" type="checkbox"/> Laura Maghoney (Economics) <input type="checkbox"/> Gwen Gallagher (ASL) <input type="checkbox"/> Winifred Hunton-Chen (English) <input checked="" type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input type="checkbox"/> Erin Duane (Learning Resources) <input checked="" type="checkbox"/> Ashlie Lawson (Counseling) Non-voting Members <input checked="" type="checkbox"/> Tony Zitko (Dean) <input type="checkbox"/> Kimo Calilan <input type="checkbox"/> Robert Nunez <input checked="" type="checkbox"/> Kelsi Mundell <input type="checkbox"/> Laura Scott Guests <input checked="" type="checkbox"/> Erica Beam (Faculty) <input checked="" type="checkbox"/> May Wynton (DSP) <input checked="" type="checkbox"/> Joseph Ryan (Dean) <input checked="" type="checkbox"/> Joshua Mueller (Faculty) <input checked="" type="checkbox"/> Nathalie Nunez (Interpreter) <input checked="" type="checkbox"/> Michelle Smith (Faculty)
3. Approval of Agenda <sup>2</sup>	1 min.	Committee	<ul style="list-style-type: none"> <li>• See motion under Appendix</li> </ul>
4. Approval of <a href="#">Meeting Minutes 10/21/22</a> <sup>3</sup>	5 min.	Committee	<ul style="list-style-type: none"> <li>• See motion under Appendix</li> </ul>

<sup>2</sup> Action item for committee vote

<sup>3</sup> Action item for committee vote

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
5. Approval of <a href="#">Meeting Minutes 11/4/22</a> <sup>4</sup>			<ul style="list-style-type: none"> <li>● #5 Move to Feb. 2, 2023.</li> </ul>
6. Public comments	10 min.		<ul style="list-style-type: none"> <li>● <b>May</b>- Did anyone look at the DETC Grant for remote classes? Grant does not require students to have a qualified disability.</li> <li>● <a href="#">Grant listed here</a> <ul style="list-style-type: none"> <li>○ John to work with May on putting this through</li> </ul> </li> </ul>
7. Coordinator Update a. <a href="#">Senate report</a> - 11/21/22	10 min.	Coordinator	<ul style="list-style-type: none"> <li>● Reviewed report</li> </ul>
8. Informational items a. Newsletter - <a href="#">December</a> b. Brown Act Changes c. <a href="#">Title IV</a> updates	10 min.	Coordinator	<ul style="list-style-type: none"> <li>● Reviewed the December newsletter</li> <li>● Brown Act- Ashlie won't be able to attend.</li> <li>● Elizabeth- Can meet on main campus</li> <li>● Genele- Won't be able to make Fairfield</li> <li>● Erica- Re-evaluate how we run meetings, schedule and structure <ul style="list-style-type: none"> <li>○ 1 meeting for information and 1 meeting for Brown Act compliance</li> </ul> </li> <li>● Sarah- Likes the email idea for meeting</li> <li>● Generally, Friday meetings on the main campus work best</li> <li>● Need to regroup after 12/5 senate meeting</li> </ul>
9. Shell reviews a. <a href="#">Shell Approvals</a>	30 min.	DE Committee	<ul style="list-style-type: none"> <li>● Reviewed PHSC 015 (Mueller)</li> <li>● Reviewed NURS 72B (Calderon-Hurtado)</li> </ul>

<sup>4</sup> Action item for committee vote

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
10. Discussion/Action Items (Policies) <ol style="list-style-type: none"> <li>DEI Adoption</li> <li>Mission Statement</li> <li><a href="#">New Blueprints</a> (2023)</li> </ol>	20 min.	Coordinator	<ul style="list-style-type: none"> <li>Perez attending Student Equity meetings and working with Senate</li> <li>In progress</li> <li>Blueprints are active and new Blueprint video created for faculty</li> </ul>
11. Discussion/Action Items <ol style="list-style-type: none"> <li>Canvas Clean Up Project 24</li> <li><a href="#">RSI</a><sup>5</sup></li> <li>Recertification guidelines<sup>6</sup></li> </ol>	20 min.	Coordinator	<ul style="list-style-type: none"> <li>Panning stage January-February 2023               <ul style="list-style-type: none"> <li>Senate approval March/April</li> <li>Implementation May 2023</li> </ul> </li> <li>RSI and Recertification for SP23</li> </ul>
12. SCC POCR Updates <ol style="list-style-type: none"> <li>POCR Timelines</li> <li>Local POCR Team</li> </ol>	5 mins.	Coordinator	<ul style="list-style-type: none"> <li>Clarification there isn't overlap with Flex credit and stipend.</li> <li>The POCR stipend would be an either/or</li> <li>Need agreement</li> </ul>
13. Next DE Meeting	3 min.	Coordinator	<i>December 9, 2023 shell review and DE Guidelines*</i> February 2, 2023, 10 am, Vacaville, Room 133 and Zoom
14. Announcements	2 min.	All	<ul style="list-style-type: none"> <li>December 23 - <a href="#">Zoom archiving</a> (Reminder)</li> <li>Canvas Clean Up Project 24 (SP23)</li> <li><a href="#">Membership</a> changes for SP23</li> </ul>

<sup>5</sup> Action item for committee vote

<sup>6</sup> Action item for committee vote

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
15. Adjournment	1 min.		
16. Items tabled for SP23			<ul style="list-style-type: none"> <li>● December 15 - <a href="#">Zoom archiving</a> follow up</li> <li>● Canvas Cleanup 2023</li> <li>● DEI Adoption</li> <li>● Mission Statement</li> <li>● DE Handbook</li> </ul>

# Action Items

Motion #1 - Agenda	Motion Placed by	Second Motion	Votes
<p><i>Agenda discussion item 3.</i></p> <p><b>“To approve the December 2, 2022 meeting agenda.”</b></p>	<p><input checked="" type="checkbox"/> Genele Rhoads</p>	<p><input checked="" type="checkbox"/> Robin Sytsma</p>	<p>Voting Members</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> John D. Perez (Chair/Tie breaker)</li> <li><input checked="" type="checkbox"/> Jim Long (Biology)</li> <li><input checked="" type="checkbox"/> Genele Rhoads (Mathematics)</li> <li><input checked="" type="checkbox"/> Elizabeth Freed (Nursing)</li> <li><input checked="" type="checkbox"/> Robin Sytsma (Nutrition)</li> <li><input type="checkbox"/> Sarah Nordin (Criminal Justice)</li> <li><input checked="" type="checkbox"/> Laura Maghoney (Economics)</li> <li><input checked="" type="checkbox"/> Gwen Gallagher (ASL)</li> <li><input type="checkbox"/> Winifred Hunton-Chen (English)</li> <li><input type="checkbox"/> Michelle Arce (History)</li> <li><input type="checkbox"/> Vacant (Social &amp; Behavioral Sciences)</li> <li><input type="checkbox"/> Erin Duane (Learning Resources)</li> <li><input checked="" type="checkbox"/> Ashlie Lawson (Counseling)</li> </ul>
<p><b>Motion #1 Outcome</b></p>	<p>This motion passed by roll-call vote</p>		<p>This item will <i>not</i> be sent to the Solano College Academic Senate for approval.</p>

Motion #2 - Meeting Minutes 10/21/22	Motion Placed by	Second Motion	Votes
<p><i>Agenda discussion item 4.</i></p> <p><b>“To approve the minutes for the Oct. 21, 2022 meeting.”</b></p>	<input checked="" type="checkbox"/> Jim Long	<input checked="" type="checkbox"/> Elizabeth Freed	<p>Voting Members</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> John D. Perez (Chair/Tie breaker)</li> <li><input checked="" type="checkbox"/> Jim Long (Biology)</li> <li><input type="checkbox"/> Genele Rhoads (Mathematics)</li> <li><input checked="" type="checkbox"/> Elizabeth Freed (Nursing)</li> <li><input checked="" type="checkbox"/> Robin Sytsma (Nutrition)</li> <li><input checked="" type="checkbox"/> Sarah Nordin (Criminal Justice)</li> <li><input checked="" type="checkbox"/> Laura Maghoney (Economics)</li> <li><input checked="" type="checkbox"/> Gwen Gallagher (ASL)</li> <li><input type="checkbox"/> Winifred Hunton-Chen (English)</li> <li><input type="checkbox"/> Michelle Arce (History)</li> <li><input type="checkbox"/> Vacant (Social &amp; Behavioral Sciences)</li> <li><input type="checkbox"/> Erin Duane (Learning Resources)</li> <li><input checked="" type="checkbox"/> Ashlie Lawson (Counseling)</li> </ul>
<p><b>Motion #2 Outcome</b></p>	<p>This motion passed by roll-call vote.</p>		<p>This item will <i>not</i> be sent to the Solano College Academic Senate for approval and adoption.</p>

Motion #3 - Shell Review	Motion Placed by	Second Motion	Votes
<p>Agenda link discussion item 9.</p> <p><b>“To approve NURS 72B Calderon-Hurtado with these conditions: 1. Link validation at 0; 2. Accessibility score 90% by 1/5/23.”</b></p>	<input checked="" type="checkbox"/> Sarah Nordin	<input checked="" type="checkbox"/> Robin Systma	<p>Voting Members</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> John D. Perez (Chair/Tie breaker)</li> <li><input type="checkbox"/> Jim Long (Biology)</li> <li><input checked="" type="checkbox"/> Genele Rhoads (Mathematics)</li> <li><input checked="" type="checkbox"/> Elizabeth Freed (Nursing)</li> <li><input checked="" type="checkbox"/> Robin Sytsma (Nutrition)</li> <li><input checked="" type="checkbox"/> Sarah Nordin (Criminal Justice)</li> <li><input checked="" type="checkbox"/> Laura Maghoney (Economics)</li> <li><input checked="" type="checkbox"/> Gwen Gallagher (ASL)</li> <li><input type="checkbox"/> Winifred Hunton-Chen (English)</li> <li><input checked="" type="checkbox"/> Michelle Arce (History)</li> <li><input type="checkbox"/> Vacant (Social &amp; Behavioral Sciences)</li> <li><input type="checkbox"/> Erin Duane (Learning Resources)</li> <li><input checked="" type="checkbox"/> Ashlie Lawson (Counseling)</li> </ul>
<p><b>Motion #3 Outcome</b></p>	<p>This motion passed by roll-call vote.</p>		<p>This item will be sent to the Solano College Academic Senate for approval and adoption.</p>



Motion #4 - Shell Review	Motion Placed by	Second Motion	Votes
<p><i>Agenda discussion item 9.</i></p> <p><b>“To approve PHSC 015-Mueller shell with the conditions: 1. Link validations are at 0 by 1/5/23; 2. Online training requirements met; 3. Canvas minor edits corrected as requested by committee review 12/2/22.”</b></p>	<input checked="" type="checkbox"/> Michelle A.	<input checked="" type="checkbox"/> Laura Maghoney	<p>Voting Members</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> John D. Perez (Chair/Tie breaker)</li> <li><input type="checkbox"/> Jim Long (Biology)</li> <li><input checked="" type="checkbox"/> (A) Genele Rhoads (Mathematics)</li> <li><input checked="" type="checkbox"/> Elizabeth Freed (Nursing)</li> <li><input checked="" type="checkbox"/> Robin Sytsma (Nutrition)</li> <li><input checked="" type="checkbox"/> Sarah Nordin (Criminal Justice)</li> <li><input checked="" type="checkbox"/> Laura Maghoney (Economics)</li> <li><input checked="" type="checkbox"/> Gwen Gallagher (ASL)</li> <li><input type="checkbox"/> Winifred Hunton-Chen (English)</li> <li><input checked="" type="checkbox"/> Michelle Arce (History)</li> <li><input type="checkbox"/> Vacant (Social &amp; Behavioral Sciences)</li> <li><input type="checkbox"/> Erin Duane (Learning Resources)</li> <li><input type="checkbox"/> Ashlie Lawson (Counseling)</li> </ul>
<p><b>Motion #4 Outcome</b></p>	<p>This motion passed by roll-call vote.</p>		<p>This item will be sent to the Solano College Academic Senate for approval.</p>

Motion #	Motion Placed by	Second Motion	Votes
<p><i>Agenda discussion item #.</i></p> <p><b>“Insert motion here.”</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Voting Members</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> John D. Perez (Chair/Tie breaker)</li> <li><input type="checkbox"/> Jim Long (Biology)</li> <li><input type="checkbox"/> Genele Rhoads (Mathematics)</li> <li><input type="checkbox"/> Elizabeth Freed (Nursing)</li> <li><input type="checkbox"/> Robin Sytsma (Nutrition)</li> <li><input type="checkbox"/> Sarah Nordin (Criminal Justice)</li> <li><input type="checkbox"/> Laura Maghoney (Economics)</li> <li><input type="checkbox"/> Gwen Gallagher (ASL)</li> <li><input type="checkbox"/> Winifred Hunton-Chen (English)</li> <li><input type="checkbox"/> Michelle Arce (History)</li> <li><input type="checkbox"/> Vacant (Social &amp; Behavioral Sciences)</li> <li><input type="checkbox"/> Erin Duane (Learning Resources)</li> <li><input type="checkbox"/> Ashlie Lawson (Counseling)</li> </ul>
<p><b>Motion # Outcome</b></p>	<p>This motion passed by</p>		<p>This item will be sent to the Solano College Academic Senate for approval and adoption.</p>

# 2022-2023 Meeting Schedule

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

Meeting dates	
<i>Fall 2023 semester</i>	
August 26, 2022	
September 2, 2022	
October 7, 2022	
October 21, 2022	<ul style="list-style-type: none"> <li>• Special DE meeting to review policies for online instruction</li> </ul>
November 4, 2022	
December 2, 2022	<ul style="list-style-type: none"> <li>• Final shell review and approval for SP23 instructor and shell certification</li> </ul>

Meeting dates	
<i>Spring 2023 semester</i>	
January 20, 2023	
February 3, 2023	
March 3, 2023	
April 7, 2023	
May 5, 2023	<ul style="list-style-type: none"> <li>• Final shell review and approval for SU/FA23 instructor and shell certification</li> <li>• 23-24 Meeting approvals</li> </ul>