



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/ 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 <input type="checkbox"/> John D. Perez (Chair/Tie breaker) <input type="checkbox"/> Jim Long (Biology) <input type="checkbox"/> Genele Rhoads (Mathematics) <input type="checkbox"/> Elizabeth Freed (Nursing) <input type="checkbox"/> Robin Sytsma (Nutrition) <input type="checkbox"/> Sarah Nordin (Criminal Justice)

¹ Quorum for D.E. Committee is 7

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
			<input type="checkbox"/> Laura Maghoney (Economics) <input type="checkbox"/> Gwen Gallagher (ASL) <input type="checkbox"/> Winifred Hunton-Chen (English) <input type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input type="checkbox"/> Erin Duane (Learning Resources) <input type="checkbox"/> Ashlie Lawson (Counseling) Non-voting Members <input type="checkbox"/> Tony Zitko (Dean) <input type="checkbox"/> Kimo Calilan <input type="checkbox"/> Robert Nunez <input type="checkbox"/> Kelsi Mundell <input type="checkbox"/> Laura Scott
3. Approval of Agenda ²	1 min.	Committee	
4. Approval of Meeting Minutes 10/21/22 ³ 5. Approval of Meeting Minutes 11/4/22 ⁴	5 min.	Committee	
6. Public comments	10 min.		

² Action item for committee vote

³ Action item for committee vote

⁴ Action item for committee vote

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
7. Coordinator Update a. Senate report - 11/21/22 b.	10 min.	Coordinator	
8. Informational items a. Newsletter - December b. Brown Act Changes c. Title IV updates	10 min.	Coordinator	
9. Shell reviews a. Shell Approvals	30 min.	DE Committee	
10. Discussion/Action Items (Policies) a. DEI Adoption b. Mission Statement c. New Blueprints (2023)	20 min.	Coordinator	
11. Discussion/Action Items a. Canvas Clean Up Project 24 b. RSI ⁵ c. Recertification guidelines ⁶	20 min.	Coordinator	

⁵ Action item for committee vote

⁶ Action item for committee vote

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
12. SCC POCR Updates a. POCR Timelines b. Local POCR Team	5 mins.	Coordinator	
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"> ● December 15 - Zoom archiving (Reminder) ● Canvas Clean Up Project 24 (SP23) ● Membership changes for SP23
15. Adjournment	1 min.		
16. Items tabled for SP23			<ul style="list-style-type: none"> ● December 15 - Zoom archiving follow up ● Canvas Cleanup 2023 ● DEI Adoption ● Mission Statement ● DE Handbook

Action Items

Motion #1 - Agenda	Motion Placed by	Second Motion	Votes
<p><i>Agenda discussion item 3.</i></p> <p>“To approve the Oct. 7, 2022 meeting agenda.”</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Voting Members</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> John D. Perez (Chair/Tie breaker) <input type="checkbox"/> Jim Long (Biology) <input type="checkbox"/> Genele Rhoads (Mathematics) <input type="checkbox"/> Elizabeth Freed (Nursing) <input type="checkbox"/> Robin Sytsma (Nutrition) <input type="checkbox"/> Sarah Nordin (Criminal Justice) <input type="checkbox"/> Laura Maghoney (Economics) <input type="checkbox"/> Gwen Gallagher (ASL) <input type="checkbox"/> Winifred Hunton-Chen (English) <input type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input type="checkbox"/> Erin Duane (Learning Resources) <input type="checkbox"/> Ashlie Lawson (Counseling)
<p>Motion #1 Outcome</p>	<p>This motion passed by</p>		<p>This item will <i>not</i> be sent to the Solano College Academic Senate for approval.</p>

Motion #2 - Meeting Minutes	Motion Placed by	Second Motion	Votes
<p><i>Agenda discussion item 4.</i></p> <p>“To approve the August 26, 2022 meeting minutes.”</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Voting Members</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> John D. Perez (Chair/Tie breaker) <input type="checkbox"/> Jim Long (Biology) <input type="checkbox"/> Genele Rhoads (Mathematics) <input type="checkbox"/> Elizabeth Freed (Nursing) <input type="checkbox"/> Robin Sytsma (Nutrition) <input type="checkbox"/> Sarah Nordin (Criminal Justice) <input type="checkbox"/> Laura Maghoney (Economics) <input type="checkbox"/> Gwen Gallagher (ASL) <input type="checkbox"/> Winifred Hunton-Chen (English) <input type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input type="checkbox"/> Erin Duane (Learning Resources) <input type="checkbox"/> Ashlie Lawson (Counseling)
<p>Motion #2 Outcome</p>	<p>This motion passed by</p>		<p>This item will <i>not</i> be sent to the Solano College Academic Senate for approval.</p>

Motion #3 - Canvas Global Announcements	Motion Placed by	Second Motion	Votes
<p>Agenda link discussion item 8a.</p> <p>“To approve the proposed Canvas Global Announcement Policy.”</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Voting Members</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> John D. Perez (Chair/Tie breaker) <input type="checkbox"/> Jim Long (Biology) <input type="checkbox"/> Genele Rhoads (Mathematics) <input type="checkbox"/> Elizabeth Freed (Nursing) <input type="checkbox"/> Robin Sytsma (Nutrition) <input type="checkbox"/> Sarah Nordin (Criminal Justice) <input type="checkbox"/> Laura Maghoney (Economics) <input type="checkbox"/> Gwen Gallagher (ASL) <input type="checkbox"/> Winifred Hunton-Chen (English) <input type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input type="checkbox"/> Erin Duane (Learning Resources) <input type="checkbox"/> Ashlie Lawson (Counseling)
<p>Motion #3 Outcome</p>	<p>This motion passed by</p>		<p>This item will be sent to the Solano College Academic Senate for approval and adoption.</p>

Motion #4 - Online Instruction	Motion Placed by	Second Motion	Votes
<p>Agenda link discussion item 8d.</p> <p>“To approve the proposed Online Instruction Certification.”</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Voting Members</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> John D. Perez (Chair/Tie breaker) <input type="checkbox"/> Jim Long (Biology) <input type="checkbox"/> Genele Rhoads (Mathematics) <input type="checkbox"/> Elizabeth Freed (Nursing) <input type="checkbox"/> Robin Sytsma (Nutrition) <input type="checkbox"/> Sarah Nordin (Criminal Justice) <input type="checkbox"/> Laura Maghoney (Economics) <input type="checkbox"/> Gwen Gallagher (ASL) <input type="checkbox"/> Winifred Hunton-Chen (English) <input type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input type="checkbox"/> Erin Duane (Learning Resources) <input type="checkbox"/> Ashlie Lawson (Counseling)
<p>Motion #4 Outcome</p>	<p>This motion passed by</p>		<p>This item will be sent to the Solano College Academic Senate for approval and adoption.</p>

Motion #	Motion Placed by	Second Motion	Votes
<p><i>Agenda discussion item #.</i></p> <p>“Insert motion here.”</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Voting Members</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> John D. Perez (Chair/Tie breaker) <input type="checkbox"/> Jim Long (Biology) <input type="checkbox"/> Genele Rhoads (Mathematics) <input type="checkbox"/> Elizabeth Freed (Nursing) <input type="checkbox"/> Robin Sytsma (Nutrition) <input type="checkbox"/> Sarah Nordin (Criminal Justice) <input type="checkbox"/> Laura Maghoney (Economics) <input type="checkbox"/> Gwen Gallagher (ASL) <input type="checkbox"/> Winifred Hunton-Chen (English) <input type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input type="checkbox"/> Erin Duane (Learning Resources) <input type="checkbox"/> Ashlie Lawson (Counseling)
<p>Motion # Outcome</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"> • Special DE meeting to review policies for online instruction
November 4, 2022	
December 2, 2022	<ul style="list-style-type: none"> • Final shell review and approval for SP23 instructor and shell certification

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"> • Final shell review and approval for SU/FA23 instructor and shell certification • 23-24 Meeting approvals