



# Distance Education Committee Meeting Minutes

## Agenda

Friday, February 3, 2023

[Zoom](#) and Vacaville, **Room 208**

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 type="checkbox"/> Laura Maghoney (Economics) <input checked="" type="checkbox"/> Gwen Gallagher (ASL) <input checked="" type="checkbox"/> Lorna Marlow-Muñoz (French) <input checked="" type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input checked="" 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 checked="" type="checkbox"/> Robert Nunez <input type="checkbox"/> Kelsi Mundell <input type="checkbox"/> Laura Scott Guests <input checked="" type="checkbox"/> David Williams <input checked="" type="checkbox"/> Marie Morinec <input checked="" type="checkbox"/> Michelle Smith
3. Approval of Agenda <sup>2</sup>	1 min.	Committee	<ul style="list-style-type: none"> <li>• See meeting Appendix - motion #1</li> </ul>
4. Approval of <a href="#">Meeting Minutes 10/21/22</a> 5. Approval of <a href="#">Meeting Minutes 11/4/22</a> <sup>3</sup>	5 min.	Committee	<ul style="list-style-type: none"> <li>• See meeting Appendix - motion #2</li> <li>• See meeting Appendix - motion #3</li> </ul>
6. Public comments	10 min.	All	<ul style="list-style-type: none"> <li>• Michelle Smith - Professional development: Presenting Committee open until Friday for a session. Michelle can</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
			<p>assist with completing the form.</p> <ul style="list-style-type: none"> <li>• John Perez - Brown Act: Voting members are required to attend in-person. There will be two locations to access the meeting: VV and FF via zoom. FF location is - library location – 113. Final confirmation to be made. 113 requires technology, including HDMI cord. In Vacaville, we will use Room 208. Assembly 2449 - voting members have limited options.</li> <li>• (Freed) 800 building for other meeting options and rooms are set up with required technology.</li> </ul>
<p>7. Coordinator Update</p> <ol style="list-style-type: none"> <li>Senate report - 1/12/23</li> <li>DE Committee <a href="#">Self-Assessment</a></li> <li>CVC update</li> </ol>	<p>10 min.</p>	<p>Coordinator</p>	<ul style="list-style-type: none"> <li>• John - Academic Senate to check on progress - John sharing and updating members.</li> <li>• CVC</li> <li>• 2<sup>nd</sup> goal - Constant goal - Support for distance education. College to create a position "director" Also discuss two position</li> <li>• We are now a home college and next goal a teaching college</li> <li>• John asked any questions or additions needed.</li> <li>• Sara - Question 40%-67% regarding position for future. Williams - Ongoing discussion to offer the best opportunity for the position and to support the college. Work closer with the union in increasing percentages. Understands the importance of distance education from now to the future.</li> <li>• John- Committee had the report turned in first. Great success as a whole.</li> </ul>

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
<p>8. Informational items</p> <ul style="list-style-type: none"> <li>a. Newsletter - <a href="#">February</a></li> <li>b. Brown Act Changes <ul style="list-style-type: none"> <li>i. <a href="#">Title IV</a> updates</li> </ul> </li> <li>c. <a href="#">New Blueprints</a> (SP/SU23)</li> </ul>	15 min.	Coordinator	<ul style="list-style-type: none"> <li>● John - Reviewed Newsletter. All members are encouraged to contribute. John sharing blurbs of HDT to share insight on.</li> <li>● Discussed page 1 item, shells for F2F class. Request that all members inform their peers at the next division meeting all faculty are to have shells for students. If there are questions around this contract item, please send it to the union. <ul style="list-style-type: none"> <li>○ Sara - stated the committee never required part of the DE committee recommendation to the union.</li> <li>○ Maire - Question regarding the information of shells from DE committee reports sent to the dean is a contradiction as if they are being evaluated by the DE committee versus their assigned dean.</li> <li>○ John - the DE team does not evaluate faculty content. The team looks for technical issues. Reports are run at the request of administration (VPs and Deans)</li> </ul> </li> <li>● Dr. Williams - When the Dean receives the report it is not as an evaluation versus as an informative opportunity to inform which instructors have not opened their shells for students. <ul style="list-style-type: none"> <li>○ For communication, responses to peers, it should be important to remember to be kind to one another.</li> </ul> </li> <li>● John- If changes are needed, this requires the union not the DE committee. We can provide expertise and suggestions.</li> <li>● John - English instructors have used the "Hypothesis" app and recommend all instructors look at Hypothesis. This is a great tool the college supports. We will review</li> </ul>

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
			<p>the app usage this semester and make a decision to keep this app or have it sunset.</p> <ul style="list-style-type: none"> <li>• John- We want to make sure our online funds support as many students as possible.</li> <li>• Jim - Concern that apps will come and go, how long will an app stay?</li> <li>• Williams responds to Jim - leadership wants to ensure that the correct apps are being used and invested into to continue usage for instructors. If something is well used and needed, we will find the funding.</li> </ul>
<p>9. Shell reviews (Update)  a. <a href="#">Shell Approvals</a> SP23</p>	<p>5 min.</p>	<p>DE Committee</p>	<ul style="list-style-type: none"> <li>• Reach out to mentees to determine next steps Training issue and capacity of managing the training. @One - partnering for upcoming training. Checking on mentoring program. Please let John know if you want to continue with the mentoring options. Robin: Mentoring - the mentee has not completed the shell review. Question where shell review is located.</li> <li>• Michelle A - Of online training. The faculty she was mentoring stated she was not notified. John's response - The guidelines are established by union and administration. The committee reviews the shells and follows the processes approved the College and the Union</li> </ul>
<p>10. Discussion/Action Items (Policies)  a. <a href="#">Online Instructor Certification</a><sup>4</sup></p>	<p>10 min.</p>	<p>Coordinator</p>	<ul style="list-style-type: none"> <li>• Reviewed the OIC document, specific discussion around training recertification and amount of time needed</li> </ul>

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

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
			<ul style="list-style-type: none"> <li>● Maire - To update document to state DE is “suggesting versus mandating”. Question as a tenured faculty member is evaluated by the Dean every 3 years. but the recertification 3-5 years should not be a requirement to continue to teach. <ul style="list-style-type: none"> <li>○ Response-The suggestions were presented by the committee and came from MOU.</li> </ul> </li> <li>● Training recertification - thought was to update training with changes in technology. <ul style="list-style-type: none"> <li>○ Robin - main objective was the instructor is up to date. Suggest adjusting training to flex hours versus amount of time.</li> <li>○ Maire - suggestion to attend required flex hours DE related. Long - One possibility the training can fold into the required 40 hours.</li> <li>○ Ashlie - 'no solid training in place is causing cart before the horse for placing requirements for recertification. Inequitable. Unnecessary to have recertification to teach. Will instructors be compensated?</li> </ul> </li> <li>● Robin - 'instructor designer - 5-10 minute video for all current updates</li> <li>● After discussion, the document was updated and a motion was placed before the committee.</li> <li>● See meeting Appendix - motion #4</li> </ul>
11. Discussion a. Online Instruction Program b. Canvas Clean Up Project <sup>5</sup>	10 min.	DE Committee	<ul style="list-style-type: none"> <li>● 11 A - Williams with @one to kick the program for online 8 weeks.</li> <li>● Solano will be launching an Online teaching and</li> </ul>

<sup>5</sup> Action item for committee to develop policy on

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
			<p>accessibility course led by Laura and Erica.</p> <ul style="list-style-type: none"> <li>○ Sarah - please have questions answered for open communication to assist with help and grading. This was a concern in previous training.</li> <li>● B - UI - canvas take off the course/dash view. Will still be accessible but language will be inactive/active. Courses three years or older will go away. Weekly notification will be sent to instructors to review their shells. <ul style="list-style-type: none"> <li>○ Jim – expressed his use of older shells to access information such as grades, information for students requesting recommendation letters and requested syllabi.</li> <li>○ Communication to faculty will be needed to prepare and archive as needed.</li> </ul> </li> </ul>
<p>12. Discussion</p> <ul style="list-style-type: none"> <li>a. Director - DE</li> <li>b. Technologist - DE</li> </ul>	<p>30 mins.</p>	<p>Coordinator</p>	<ul style="list-style-type: none"> <li>● John will send out a google form of a wish list for each position.</li> <li>● Each member is encouraged to participate</li> <li>● These positions are wish-list, and will be sent as a suggestion to the senate and administration</li> </ul>
<p>13. SCC POCR Updates</p> <ul style="list-style-type: none"> <li>a. POCR Timelines</li> <li>b. Local POCR Team</li> </ul>	<p>5 mins.</p>	<p>Coordinator</p>	<ul style="list-style-type: none"> <li>● Tabled for next meeting due to meeting ending.</li> <li>●</li> </ul>
<p>14. Next DE Meeting</p>	<p>3 min.</p>	<p>Coordinator</p>	<p><i>March 3, 2023, in-person, Vacaville, Room 208, and Fairfield Main Campus and Zoom</i></p>

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
15. Announcements	2 min.	All	<ul style="list-style-type: none"> <li>• <a href="#">Membership</a> changes for SP23</li> </ul>
16. Adjournment	1 min.		12:02 to adjoun - Jim 1 <sup>st</sup> Erin 2 <sup>nd</sup>
17. Items tabled for SP23			<ul style="list-style-type: none"> <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 February 3, 2023 meeting agenda.”</b></p>	<input checked="" type="checkbox"/> Erin Duane	<input checked="" type="checkbox"/> Jim Long	<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"/> Genee Rhoads (Mathematics)</li> <li><input 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 type="checkbox"/> Laura Maghoney (Economics)</li> </ul>



			<input type="checkbox"/> Gwen Gallagher (ASL) <input checked="" type="checkbox"/> Lorna Marlow-Muñoz (French) <input checked="" type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input checked="" type="checkbox"/> Erin Duane (Learning Resources) <input checked="" type="checkbox"/> Ashlie Lawson (Counseling)
<b>Motion #1 Outcome</b>	This motion passed by		This item will <i>not</i> be sent to the Solano College Academic Senate for approval.

Motion #2 - Meeting Minutes	Motion Placed by	Second Motion	Votes
<p><i>Agenda discussion item 4.</i></p> <p><b>“To approve the October 21, 2022 meeting minutes.”</b></p>	<input checked="" type="checkbox"/> Sarah Nordon	<input checked="" type="checkbox"/> Jim Long	<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 type="checkbox"/> Genele Rhoads (Mathematics)</li> <li><input 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 type="checkbox"/> Laura Maghoney (Economics)</li> <li><input checked="" type="checkbox"/> Gwen Gallagher (ASL)</li> <li><input checked="" type="checkbox"/> Lorna Marlow-Muñoz (French)</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</p>		<p>This item will <i>not</i> be sent to the Solano College Academic Senate for approval.</p>

Motion #3 - Meeting Minutes	Motion Placed by	Second Motion	Votes
<p>Agenda link discussion item 4</p> <p><b>“To approve the November 4, 2022 meeting minutes.”</b></p>	<input checked="" type="checkbox"/> Jim Long	<input checked="" type="checkbox"/> Erin Duane	<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 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 type="checkbox"/> Laura Maghoney (Economics)</li> <li><input checked="" type="checkbox"/> Gwen Gallagher (ASL)</li> <li><input checked="" type="checkbox"/> Lorna Marlow-Muñoz (French)</li> <li><input type="checkbox"/> Michelle Arce (History)</li> <li><input type="checkbox"/> Vacant (Social &amp; Behavioral Sciences)</li> <li><input checked="" 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 committee vote</p>		<p>This item will <i>not</i> 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 10b.</p> <p><b>“To approve the proposed Online Instruction Certification.”</b></p>	<input checked="" type="checkbox"/> Sarah Nordin	<input checked="" type="checkbox"/> Genele Rhoads	<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 checked="" type="checkbox"/> Sarah Nordin (Criminal Justice)</li> <li><input type="checkbox"/> Laura Maghoney (Economics)</li> <li><input checked="" type="checkbox"/> Gwen Gallagher (ASL)</li> <li><input checked="" type="checkbox"/> Lorna Marlow-Muñoz (French)</li> <li><input checked="" type="checkbox"/> Michelle Arce (History)</li> <li><input type="checkbox"/> Vacant (Social &amp; Behavioral Sciences)</li> <li><input checked="" type="checkbox"/> Erin Duane (Learning Resources)</li> <li><input type="checkbox"/> Ashlie Lawson (Counseling) (NO)</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 and adoption.</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 checked="" type="checkbox"/> Lorna Marlow-Muñoz (French)</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>