



Distance Education Committee Meeting

Agenda

Friday, February 3, 2023

[Zoom](#) and Vacaville, **Room 208, Fairfield Room 801**

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	<ul style="list-style-type: none"> • See meeting Appendix - motion #1
4. Approval of Meeting minutes 12/2/23 ³	5 min.	Committee	<ul style="list-style-type: none"> • See meeting Appendix - motion #2
5. Approval of Meeting minutes 2/3/23			<ul style="list-style-type: none"> • See meeting Appendix - motion #3
6. Public comments	10 min.		<ul style="list-style-type: none"> •
7. Coordinator Update a. Senate report - 2/27/23 b. CVC update	10 min.	Coordinator	<ul style="list-style-type: none"> •
8. Informational items a. Membership updated list	15	Coordinator	

² Action item for committee vote

³ Action item for committee vote

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
b. Newsletter - March c. x	min.		•
9. Shell reviews (Update) a. Shell Approvals SP23	5 min.	DE Committee	•
10. Discussion/Action Items (Policies) a. Online Instructor Certification ⁴	10 min.	Coordinator	• See meeting Appendix - motion #4
11. Discussion a. Online Instruction Program b. Canvas Clean Up Project ⁵	10 min.	DE Committee	• •
12. Discussion a. Director - DE b. Technologist - DE	30 mins.	Coordinator	• •
13. SCC POCR Updates a. POCR Timelines b. Local POCR Team	5 mins.	Coordinator	• •
14. Next DE Meeting	3 min.	Coordinator	<i>March 3, 2023, in-person, Vacaville, Room 208, and Fairfield Main Campus and Zoom</i>

⁴ Action item for committee vote

⁵ Action item for committee to develop policy on

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
15. Announcements	2 min.	All	<ul style="list-style-type: none"> • Membership changes for SP23
16. Adjournment	1 min.		
17. Items tabled for SP23			<ul style="list-style-type: none"> • 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 February 3, 2023 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 November 4, 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 - Meeting Minutes	Motion Placed by	Second Motion	Votes
<p>Agenda link discussion item 4</p> <p>“To approve the December 2, 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 #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 10b.</p> <p>“To approve the proposed Online Instruction Certification.”</p>	<input checked="" type="checkbox"/> Sarah Nordin	<input checked="" type="checkbox"/> G Rhoads	<p>Voting Members</p> <ul style="list-style-type: none"> <input 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) <input type="checkbox"/> Laura Maghoney (Economics) <input checked="" type="checkbox"/> Gwen Gallagher (ASL) <input checked="" type="checkbox"/> Lorna () <input checked="" type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input checked="" type="checkbox"/> Erin Duane (Learning Resources) <input type="checkbox"/> Ashlie Lawson (Counseling) (NO)
<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