



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

January 27, 2014

Room 101

3:00 p.m. – 4:30 p.m.

ATTENDANCE

The Distance Education Committee meeting was called to order at 3:10 p.m. by Coordinator Dale Crandall-Bear.

Members present were Isabel Anderson (LA); Kathleen Callison (CTEB); Roger Clague (CTO); Dale Crandall-Bear (DE Coordinator/Chair); Laura Maghoney (CTEB); Scott Ota (IT); Svetlana Podkolzina (MS); Diana Reed (SBS); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); and Carol Zadnik (Assistant)

Absent/Excused: Julia Kiss (Nurs) and Sandra Rotenberg (Lib)

1. Introduction of New Committee Members for 2014

Isabel Anderson was introduced as a new member representing the School of Liberal Arts. Dale mentioned most of Isabel's work is in basic skills, and this will be a great connection to explore with distance education. Isabel proceeded to introduce herself and give a brief summary about her teaching career and her experience with Canvas. Isabel explained how basic English skills can also include beginning computer skills. Each member of the committee followed up with his/her introduction to Isabel.

Introductions included the following conversations:

1. The Canvas Help Desk and the fact that Canvas extended our Tier 1 support until the end of December 2014 due to the late start of Tier 1 support.
2. The School of Human Performance and Development will be dissolving into other SCC schools after the spring 2014 semester. SCC will then have five schools rather than six. When this change takes place, the Canvas structure will have to be done completely over with regard to the accounts.

**2. DE &
Accreditation
(Annette
Dambrosio)**

Dale introduced Annette as the official full time accreditation representative for SCC. Annette stated that accreditation warnings were reduced for SCC this year from nine areas to five areas. SCC has made improvement since last year's accreditation report. Annette reiterated that a recommendation by ACCJC meant more than a recommendation. A recommendation is an action to be completed. We are due to receive our letter from the commission any time.

Annette addressed the following five areas of concern and mentioned concerns by ACCJC may include a lack of long term evaluation for the last three areas:

1. Code of Ethics, which was completed in February 2013 and should be fine.
2. Negotiated and ratified SLOs in an SCC contract, which have been completed without controversy.
3. Staff Equity Plan
4. Student Equity Plan
5. Distance Education

Annette hopes that SCC will become more involved in documentation for accreditation. Annette stated that debating on issues is healthy. It is Annette's feeling that the commission is looking at what support services are provided for DE students.

Annette and Roger worked together to set up a system and provide a place for Equity and Distance Education to document and post what is being done month-to-month. Annette asked that Dale begin posting what DE has done since the report was turned in October 2013.

Annette stated the Commission has new standards and she plans to post them. Annette feels the Commission is looking more and more toward evaluations, revisions, and adjustments.

Dale reiterated to Annette and DE committee members that he was able to provide documentation to the Accreditation Commission for transition plans, faculty training policies, course shell review policies, and the posting of meeting minutes. Dale stated the work that DE has done has directly affected accreditation. Dale commented that DE has made great strides in improving the program over the last two years.

The continued work within the DE program will have a great impact on accreditation in the future as well.

Carol mentioned that the DE office has an open door policy for students and faculty. She is utilizing and incorporating all services available at the college for students when an opportunity arises. Annette and Dale suggested that Carol make note of situations that arise where DE is able to provide a service above and beyond the norm.

Svetlana suggested developing a policy for online office hours. Annette reiterated that this is a topic that has been questioned by others on several occasions. Dale stated he would add this topic for future discussions.

Annette closed by reiterating that DE Meeting Minutes should also be posted in the accreditation area that Roger created for quick reference. She thanked DE Committee Members for doing such a good job and commended Dale for all the work he put into Distance Education.

**3. Adoption of
Minutes
(11/18/2013)**

Adoption of November 18, 2013 Meeting Minutes:

Motion to approve – Robin; Seconded – Lauren; Passed – unanimously.

**4. Canvas
Transition –
Updates for
Summer & Fall
2014**

Dale sent the documentation for the course shell review policy, training policy, and workshop descriptions to the Deans. Dale met with the Deans and Vice President Diane White to discuss the DE deadlines. They discussed what would happen if the deadline is not met. They also discussed the anticipated date that the Deans would finish their schedules. It was determined the next three semesters will be most critical for Canvas transitioning.

March 15 is the deadline for course shell reviews to be completed by faculty for Fall 2014. DE Committee Members will go over course shell reviews for fall during the Feb. 24, March 10, and March 24 meetings. Pilot approval of a course shell review allows the Instructor to teach the course one time during one semester; however, during that semester the Instructor must go back and finish the course shell review to make sure anything missing has been implemented. This process will complete the course shell review and changes the pilot status to a final status.

Summer pilot courses have the same March 15 deadline. The DE Committee will review any problematic course shell reviews and the DE Coordinator will provide a list to the Deans of those that have completed the process. The Deans will then be able to finalize their schedules.

Isabel asked Dale to summarize the course shell review process. Dale stated Instructors must complete the four training workshops online to teach in Canvas. Dale has gone through the training workshops and recorded all the requests made by instructors for development shells.

Carol will create development shells for the instructors. After an instructor has developed his/her course, two other faculty members will review the course and complete a check list. Lastly, the DE Committee is authorized by the Academic Senate to make the final decision as to whether a course shell review is approved or denied.

Dale mentioned that faculty needs to begin copying their material from eCollege to their desktops. Carol mentioned that Respondus is now available for extracting eCollege test banks and transitioning the test banks into Canvas. Roger reiterated that a site license was purchased for Respondus. The Respondus 4.0 software is available upon request to all teaching faculty at SCC, and the LockDown Browser is available to all faculty and their students at SCC. Carol proceeded to explain how Respondus LockDown Browser works and stated directions would be sent out with the software.

Scott reminded Dale that he and Carol would need to meet with him to work on the solano.edu Web page before the complete transition to Canvas.

Dale will prepare an update to all online Instructors explaining deadlines and processes. He will also plan a workshop showing faculty the best way to transition materials from eCollege to Canvas. Dale also mentioned that he made an offer to the Deans to go to the school meetings to answer questions, give updates, and go over deadlines.

5. Course Shell Reviews

Kathleen questioned why a course shell review is needed for each different course being taught by an instructor. Dale responded that each course offering is unique and therefore needs its own shell review. This is the policy we have presented to the Accreditation Commission.

The DE Committee proceeded to review four course shells. Dale provided the material to be reviewed, while keeping the instructor's identity anonymous. The following information was concluded on the four course shells:

- Lack of material in course and on shell review check list
- Lack of observation to course shell content by reviewers
- Identical content from one course in different courses

The DE Committee discussed a motion to deny Course Shell approvals for the following courses: CIS 001 (JS), CJ 002 (KK), CJ 059 (KK), and a CIS 061 (AC).

Motion to deny – Lauren; Seconded – Laura; Passed – unanimously

There was a consensus among committee members that many instructors may feel uncomfortable doing a course shell review for another instructor. Diana asked if course shell reviews could be done with Canvas training sessions or as a flex activity. Dale mentioned it might be possible to plan on doing this late February before the March 15 deadline. Diana suggested the DE Committee Members be present to assist informally with the process.

6. Feedback on 3-day start procedures – did it work?

Dale explained to Isabel that the first action plan done for accreditation regarding a 3-day start procedure involved students logging into his/her Canvas course and completing an assigned activity by the third day or they would be dropped. Available openings from dropped students would be replaced immediately with students who want to add a course.

Isabel and Svetlana felt the new procedure did not work well for them or their students. The new procedure worked well for Lauren and the students that she had on a wait list wanting to add her course. Diana stated, she like Lauren, had a good experience with the 3-day start procedure. Diana said she only had 2 students out of 50 that were no shows, which she dropped at the end of the third day. She never heard from those two students, and she was able to fill both spots with two new students that were waiting to add her class. Kathleen explained how she had mixed feelings regarding the 3-day start procedure. Carol felt it was good that Dale left the decision up to the instructor, because there were a lot of students that had problems logging into Canvas. The DE Committee concluded that individual instructors should be able to adjust and adapt these three-day procedures to their own situations as they see fit.

7. Big Blue Button Conference Tool

Svetlana asked for feedback from DE Committee Members about the necessity of an upgrade of Big Blue Button, which is a high quality live conferencing feature integrated into Canvas. She stated a two-week archived file is created when using the Big Blue Button; however, the file disappears after two weeks. Svetlana stated that it is possible to export files and archive files indefinitely with the premium service of Big Blue Button.

Dale suggested we study live conferencing software programs and put together a proposal to purchase one or upgrade the Big Blue Button.

Adjournment

The meeting was adjourned at 4:40 p.m. The next meeting is scheduled for February 24 in Room 101 from 3:00 p.m. – 4:30 p.m.