



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

March 10, 2014

Room 101

3:00 p.m. – 4:30 p.m.

ATTENDANCE	<p>The Distance Education Committee meeting was called to order at 3:10 p.m. by Coordinator Dale Crandall-Bear.</p>
1. Adoption of Minutes (02/24/14)	<p>Members present were Isabel Anderson (LA); Kathleen Callison (AT&B); Dale Crandall-Bear (DE Coordinator/Chair); Laura Maghoney (AT&B); Svetlana Podkolzina (MS); Diana Reed (SBS); Sandra Rotenberg (Lib); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); and Carol Zadnik (Assistant)</p> <p>Absent/Excused: Roger Clague (CTO); Mary Gumlia (COUN); Julia Kiss (Nurs) and Scott Ota (IT)</p>
2. Update on the Faculty Technology Group	<p>Adoption of February 24, 2014 Meeting Minutes: Motion to approve – Robin; Seconded – Laura; Passed – unanimously.</p> <p>Dale reported that the Academic Senate is creating a new “Faculty Learning Technology Committee,” which will work closely with the current DE Committee. The Faculty Learning Technology Committee members had their first meeting on March 5. The committee members will meet every Wednesday in Room 902 from 2-3 p.m. to discuss SCC smart classrooms and equipment proposals.</p>
3. Publisher’s Materials Policy	<p>Dale presented the second draft of the Publisher’s Materials Policy to DE Committee Members. A modification to the original draft was made to number five and seven. Svetlana asked for an example of number five. Dale said discussions, announcements, and Canvas emails are examples of instructor-initiated contact in an online course. Svetlana asked what was meant by number three. Dale said number three meant that an Instructor could not teach a complete course on a site where SCC has no access to the course. An SCC Instructor cannot have a Canvas shell that is empty or shows no activity during the semester.</p>

Dale asked for a motion to approve the Publisher's Materials Policy.
Motion to approve – Robin; Seconded – Lauren; Passed – unanimously

**4. Course Shell
Reviews (faculty
only)**

Non-Faculty DE Members were excused from the remainder of the DE Meeting. Faculty who are DE Committee Members proceeded to go over course shell reviews.

Dale felt encouraged that approximately 20 Course Shell Reviews came in during the past two weeks. The following new courses were accepted without further review by the committee:

- CJ 051 (SN)
- CIS 080 (GL)
- HED 003 (SS)
- ENGL 002 (LC)
- MUSC 008 (TY)
- SOCS 022 (TA)
- CJ 002 (SN)
- CIS 001 (JS)
- ENGL 001 (LC)
- MUSC 008 (SM)
- SOC 002 (TA)

The following course was reviewed by the committee and approved as a pilot course:

- CIS 001 (JS)

The following courses were reviewed by the committee and given final approval:

- ENGL 001 (LC)
- HED 003 (SS)
- MUSC 008 (MM)
- ENGL 002 (LC)
- MUSC 008 (TY)
- MUSC 008 (WM)

Adjournment

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