



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

March 24, 2014

Room 101

3:00 p.m. – 4:30 p.m.

ATTENDANCE	<p>The Distance Education Committee meeting was called to order at 3:05 p.m. by Coordinator Dale Crandall-Bear.</p> <p>Members present were Isabel Anderson (LA); Kathleen Callison (AT&B); Dale Crandall-Bear (DE Coordinator/Chair); Mary Gumlia (COUN); Svetlana Podkolzina (MS); Sandra Rotenberg (Lib); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); and Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Roger Clague (CTO); Julia Kiss (Nurs); Laura Maghoney (AT&B); Diana Reed (SBS) and Scott Ota (IT)</p>
1. Adoption of Minutes (03/10/14)	<p>Adoption of March 10, 2014 Meeting Minutes: Motion to approve – Lauren; Seconded – Robin; Passed – unanimously.</p>
2. Update on Transition to Canvas	<p>Dale reviewed the March 17, 2014, Canvas Transition Status Report with DE Committee Members and reported there are approximately 101 approved sections to date in the DE Program. Summer 2014 has 63 approved online sections, and Fall 2014 has 144 approved online sections. Sections not approved will have to be pulled from the Course Schedule Data Report and may be taught face-to-face. Courses listed with TBD on the Course Schedule Data Report will be treated as non-approved courses. Dale will submit the Canvas Transition Status Report to the Deans with additions.</p> <p>Lauren asked if there are any concerns with accreditation regarding course shell review deadlines. Dale feels the accreditation team favors our approval policy.</p>
3. New Software Programs for Online Teaching	<p>Dale reported the Faculty Learning Technology Committee meets on Wednesday afternoons and has been appointed by the Academic Senate to build new proto-type smart classrooms. The committee is currently</p>

looking at different software programs. Dale stated the committee is planning to arrange for different companies to visit Solano Community College and give software demonstrations.

Dale asked if committee members are familiar with Lecture Capture, which is software that can be applied to online and face-to-face classes. Lecture Capture can be used to capture and record lectures and presentations. Software programs like Camtasia can be used to screen capture power point presentations and record audio. These materials could then be edited. Class sessions captured with Lecture Capture can be uploaded to web sites like Echo 360 where the media could be stored and then transferred into Canvas.

Dale stated the following lecture capture programs will be reviewed for consideration by the DE and Learning Technology Committee as well as Roger and the IT Department:

- Echo 360
- Mediasite by Sonic Foundry
- Tegrity
- PANOPTO

All the lecture capture programs listed above work with Canvas and can be found by going to Settings in Course Navigation and choosing the Apps tab. They all have web sites where a demo or free trial may be available. Determining factors when considering a lecture capture program will include the features and price.

Dale mentioned that Solano Community College purchased Utelogy, which is a software program that links all classroom equipment to the IT Department. This would allow IT personnel to know when equipment in a classroom is not working properly without leaving their Department.

The IT Department will work with the DE and Learning Technology Committee in accessing faculty's interest and technology needs by distributing a survey to faculty.

Dale shared a brief presentation about Voice Thread, which is a cloud-based application. It allows different types of media such as images, videos, documents, and presentations to be uploaded and shared asynchronously. Responses to a voice thread project can be made by microphone, webcam, phone, text, or an uploaded audio file.

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

Non-Faculty DE Members were excused from the remainder of the DE Meeting. Remaining DE Committee Members proceeded to review four course shells. To clarify situations where a course might be denied approval, the committee listed the following items that would need to be addressed:

- No SLOs in the syllabus
- More evidence needed of instructor-initiated contact (Instructor initiated contact)
- More evidence of original instructor material (Instructor generated content)
- Timely feedback on student work (Gradebook)
- No grading criteria
- Response time statement in the syllabus

DE Committee Faculty Members accepted the recommended action to deny course approval for ACCT 001 (GA) and BUS 005 (CO).

DE Committee Faculty Members approved MUSC 005 (ST) and RE 164 (AC) with pilot status.

Adjournment

The meeting was adjourned at 4:40 p.m. The next meeting is scheduled for April 28 in Room 1421 from 3:00 p.m. – 4:30 p.m.