DISTANCE EDUCATION COMMITTEE
Adopted Minutes
May 12, 2014
Room 155
3:00 p.m. – 4:30 p.m.

ATTENDANCE	The Distance Education Committee meeting was called to order at 3:05 p.m. by Coordinator Dale Crandall-Bear. Members present were Isabel Anderson (LA); Dale Crandall-Bear (DE Coordinator/Chair); Neil Glines (Dean of LA); Mary Gumlia (COUN); Laura Maghoney (AT&B); Scott Ota (IT); Svetlana Podkolzina (MS); Diana Reed (SBS); Robin Sytsma (HS); and Carol Zadnik (DE Tech) Absent/Excused: Kathleen Callison (AT&B); Roger Clague (CTO); Julia Kiss (Nurs); Lauren Taylor-Hill (SBS); and Sandra Rotenberg (Lib)
1. Introduction of New Committee Member for 2014	Dean Neil Glines was introduced as a new member representing the Deans.
2. Faculty Technology Committee Update	Dale announced the Faculty Technology Committee is in its final stage in making a decision on the use of the Instruction Equipment fund. Roger and Kimo will initiate the purchase of the new equipment, which should arrive in June and be installed during the summer. Several rooms on the main campus and in the Vacaville Center will be upgraded with new equipment. One focus of the Faculty Technology Group is the use of portable devices. Chrome Books will be ordered for student use in specific classrooms for group learning. A Chrome Book is a cross between a laptop and a tablet. Information is not stored on the hard drive of a Chrome Book. They are wiped clean when you turn them off. There will also be some experimentation with Panopto lecture capture software, which can be used to record a classroom presentation. Panopto is offering six or eight instructors a free sandbox to experiment

	with next year. Live classroom lecture capture recordings from a face-to-face class can be utilized in the online class setting.
3. Course Shell Review Update	The deadline for Fall 2014 Course Shell Reviews was extended to May 7. Dale presented the last revised Canvas Transition Status Report to DE Committee Members. The report shows there are 67 online sections left to be submitted for Canvas approval. Dale reviewed the summer and fall numbers for approved, non-approved, TBDs, and cancelled or pending sections.
	Dale asked Dean Glines, "What happens when a course is moved from active to pending?" Dean Glines explained how Ghost Sectioning and FTE targets change a course status to cancelled or pending. A Ghost Section is defined as a second section of a course that is built and ready to use when registration overflow occurs from a particular course. Ghost sections are listed as pending. Ghost Sections may only be constructed from instructors approved to teach a Canvas course. Isabel asked how the decision is made that a course will have a Ghost Section. Dean Glines said the determination was based on high max and meeting the FTE benchmark for summer.
	Dale suggested Carol change the Canvas Transition Report to eliminate cancelled sections leaving only sections with a pending status. Dale stated much progress has been made with course approvals. There were 134 sections approved for the Fall 2014 semester.
	Dale expressed concern regarding the previous July 1 deadline date for Spring 2015 course approvals, because the DE Committee does not meet during the summer session. Dale addressed Dean Glines and inquired about the Spring 2015 course scheduling. Dean Glines confirmed data validation for the Spring 2015 is scheduled August 1 through August 31. Dale asked that data validation be explained. Dean Glines said that data validation involves a double check of the courses that will be offered during a semester before submitting a list for graphic print. He said SCC will begin planning a full year round schedule after the Spring 2015 schedule. Isabel asked how a full year round schedule would affect instructors and shell preparation. Dale stated the full year round process would need to be addressed with concern for course approvals and course shell creation.
	Dale proposed the July 1 deadline for Spring 2015 course approval be changed to late August. This would allow instructors to utilize the summer months to develop their shells and get their course shell reviews completed. DE Committee Members agreed course shell

reviews must be completed, downloaded, and emailed to Dale by August 20. The DE Committee will meet next on August 25 to decide on submitted course shell reviews for Spring 2015. An updated list of approved courses will be sent to the Deans.

Mary asked about the course shell approval process by clarifying that instructors who have not had a Canvas shell approved yet or instructors that want to teach a new course in canvas must meet the requirements. Dale reiterated that each course shell has to have its own approval.

Dale asked Carol to find a meeting room for the Fall 2014 DE Committee Meetings. Scott suggested the new faculty adjunct area that is located down the hall from him as an available option.

Isabel asked when students will be loaded to approved shells. Dale explained that students are enrolling in courses now through Banner. Canvas student uploads will begin on May 21 for summer courses. The upload will be done daily to reflect additional enrollments and drops. The Fall 2014 student uploads will begin sometime in July. Dale will send an email out to online instructors that will explain the process for online courses (non-published and published) as well as student course enrollment.

Dale asked for a motion to accept and approve three new courses which include BUS 092 (LS), CIS 050 (EW), and TV 060 (SM).
Motion to approve – Robin; Seconded – Diana; Passed – unanimously

4. Accreditation Report Update	Annette Dambrosio met with DE Committee Members on April 28 to explain how the Accreditation Report should be done. Sanctions have been lifted with regard to Distance Education; however, the Accreditation Report states Distance Education is partially compliant. Annette feels the ACCJC likes what Distance Education is doing, but states the new implementations have not been in place long enough to evaluate. Distance Education will need to gather feedback on how faculty training, course approvals, and the new learning management system are working. Student success rates will need to be evaluated as well. The next step in the accreditation process is to file a midterm follow-up report that lists all that Distance Education has done since October 2013. Carol prepared a summarized list of bullet points, broken down by month and based on things that Distance Education has done since October 2013. Dale shared the list with DE Committee Members and explained the items on the list. October items included the

implementation of a course shell review process and the number of courses approved. November listed faculty training sessions hosted by Dale. Respondus 4.0, Respondus LockDown Security Browser, and a Distance Education Helpdesk Ticket System that was installed in December.

The Helpdesk is an important aspect of accreditation, because it provides support to help students succeed with online classes. A 3-day Course Start Procedure was implemented in January with a follow-up discussion on how the procedure worked. In March the DE Committee approved a finalized draft of the Publisher's Material Policy; and Carol hosted two Canvas Drop-In Troubleshooting Workshops for students. Dale will prepare a narrative that corresponds with the bulleted list and present the report to Annette.

Carol will host a student workshop at each campus during the first week of each semester to orient students to online classes and Canvas. The orientations will begin in June for the Summer 2014 semester.

Mary asked if a link for Student Services and e-Counseling could be added to the Canvas site. Mary feels it is important to link student services to Canvas for accreditation support purposes. Mary stated there are quite a few inquiries that come through e-Counseling. E-Counseling could be used as another means for publicizing information about future orientations for students. Mary explained that e-Counseling is a non-transcript based email system. The system contains links with information regarding transfers, associate degree majors, online learning and FAQs. Students can submit an email to a counselor if he or she cannot find an answer to their question. The student will receive a response within one or two working days from a counselor. Scott suggested the links be added to the online class page at solano.edu. Isabel said that she feels like Canvas is lacking a reference page to links. Carol offered to create a link page in the Canvas Orientation for students. Mary and Isabel thought it is a good idea to have links for student information in multiple areas.

Carol mentioned that Respondus has a new companion feature called Respondus Monitor. This feature has advanced options, which include enabling screen reader capabilities for test taking. Carol said we could utilize this feature and activate it after the Spring 2014 semester. Dale concluded the meeting by thanking all DE Committee Members for their support.

Adjournment | The meeting was adjourned at 4:30 p.m. The next meeting is scheduled for August 25 in Room 902 from 3:00 p.m. – 4:30 p.m.