DISTANCE EDUCATION COMMITTEE
Adopted Minutes
September 23, 2013
Room 101
3:00 p.m. – 4:30 p.m.

ATTENDANCE	The Distance Education Committee meeting was called to order at 3:08 p.m. by Coordinator Dale Crandall-Bear.
	Members present were Connie Adams; Kathleen Callison; Roger Clague; Dale Crandall-Bear; Laura Maghoney; Scott Ota; Philip Petersen; Svetlana Podkolzina; Diana Reed; Sandra Rotenberg; Robin Sytsma; Lauren Taylor; and Carol Zadnik Absent/Excused: Tim Boerner
1. Adoption of Minutes (9/9)	Approval of Agenda – September 23 Motion to approve – Robin; Seconded – Diana; Passed –unanimously. It was addressed that meeting minutes should be available on Solano.edu and accessible to the public.
2. Update on the new DE Help Desk system (Distance.Education@solano.edu / de@solano.edu)	Roger affirmed October as the proposed date to have the Banner (SIS) system integrated with Canvas and operating. Roger will have more information by the October 14 meeting. Dale reported that DE will have its own help desk system. It was stated that faculty and students should send requests for help first to Distance.Education@solano.edu or de@solano.edu. Carol will take requests and distribute through the Distance Education Ticket System. Carol will assist students with password problems. Dale will assist faculty with design issues. Carol will escalate Canvas type problems to Canvas. Our contract with Pearson eCollege will expire June 30, 2014.
3. Respondus Lock-Down Browser	It was stated that by having Respondus, SCC will have a more secure online exam system. Respondus will also aid SCC faculty in transitioning test banks from eCollege to Canvas. Sandra and Roger

felt it in the best interest of SCC to purchase the license. The license for Respondus will cost $3,000 a year.

Roger proposed an urgency to meet with Dale and set up a proposal to have SCC purchase a one year license. Dale asked members to submit by Friday, September 27, a list of reasons to justify the purchase of Respondus. Roger proposed to create a list of key metrics that might be resolved with Respondus. Roger will compile the list and work with Dale to write a purchase request for Respondus. Roger recommended that measurables be set up and tracked through Respondus during the first year.

4. Demo of a Course Shell Review

Dale or any school representative from the DE committee can assist with Collaboration set-up for Course Shell Reviews. Training module #3 includes step-by-step instructions for setting up a Course Shell Review. Dale recommended the use of EtherPad to create the reviews; however, it should be created and downloaded, as a Word or PDF document, before the EtherPad 30 day expiration. Two faculty members are required to complete a shell components review.

Categories to complete include the following:

1. WELCOME & ORIENTATION

2. SYLLABUS

3. COURSE NAVIGATION & ORGANIZATION

4. SLOs & ASSESSMENTS – Learning Outcomes, SLOs, must be included in syllabus and should be linked to assessments. Dale suggested the use of Rubrics. Valuable data is collected when using the Rubric to grade.

5. INSTRUCTOR-INITIATED REGULAR EFFECTIVE CONTACT – Complete 5/6. Web Conferencing can be recorded and archived for 14 days.

6. ADA COMPLIANCE / STUDENT SUPPORT

Collaboration is a great Canvas tool that can be used with students as well.

Each person should keep a copy of his/her Course Shell Review and send a copy to Dale.

	Roger agreed to create a roster of five dummy students for experimenting in Canvas. Students are needed in Canvas to create groups.
	Dale will discuss with Canvas the Alt tag coding for graphics as well as the caption feature for video clips. It was mentioned that the embedding of an image will allow for the Alt of graphics.
	Dale emphasized that faculty should use the Course Shell checklist as a guideline when building his/her own course shells.
5. Work on ideas from retention rates brainstorm	This topic was not discussed.
Adjournment	The meeting was adjourned at 4:30 p.m. The next meeting is scheduled for October 14 in Room 101.