DISTANCE EDUCATION COMMITTEE
<u>Adopted Minutes</u>
October 14, 2013
Room 101
3:00 p.m. – 4:30 p.m.

ATTENDANCE	The Distance Education Committee meeting was called to order at 3:15 p.m. by Coordinator Dale Crandall-Bear. Members present were Kathleen Callison; Dale Crandall-Bear; Julia Kiss; Philip Petersen; Svetlana Podkolzina; Diana Reed; Sandra Rotenberg; Lauren Taylor; and Carol Zadnik Absent/Excused: Tim Boerner; Roger Clague; Laura Maghoney; Scott Ota; Robin Sytsma
1. Adoption of Minutes (9/23)	Dale mentioned the topics that were discussed in the September 23 meeting which included: • DE Help Desk • Respondus (a request for purchase has been submitted) • Demo Course Shell Review Adoption of September 23 Meeting Minutes: Motion to approve – Philip; Seconded – Diana; Passed – unanimously.
2. Canvas Transition Issues – Spring 2014	Dale addressed the fact that the Course Shell Review deadline is coming up on October 31. Ecollege will still be used as a back-up plan through Spring 2014 for those who are not ready to teach in Canvas. He shared the list he has been working on that has about 480 sections. The list will be used to plan the transition into Canvas. Dale is planning to send out email reminders regarding the details on course shell reviews. Dale confirmed that Canvas does allow for Global Announcements per Diana's question. A welcome message will be globally sent out at the beginning of each semester to let students know how to log into Canvas. It might be a good idea to include information regarding support services in the message.

Dale logged into Solano.test.instructure.com to show committee members the hierarchy structure that will be created for SCC. There will be subaccounts, and each school will have separate accounts. There will be a subaccount for online/hybrid courses and one for eCompanion courses. Each subaccount can have its own settings and be controlled independently. A good example of this is that all the online courses can automatically be opened on the same day; however, the eCompanion courses could be programmed to open on a different day or opened by the Instructor teaching the course. Dale stated that we hope to have the test site created and completed by late October. Dale stated that Jay Robinson from IT is working on the Banner load, which is the mechanism by which students will be enrolled in classes.

3. DE section of the Accreditation Report

Kathleen stated the Accreditation Report is a document with different sections. Each section refers to evidence, and the evidence is titled a name which may refer to a set. The files must match the report.

Dale mentioned the DE section is a major part of the Accreditation Report, and he feels the DE section is strong. The original plan was to do a Program Review for the Accreditation Report. The data part of the Program Review was removed and an analysis was done for action plans, which is included in the Accreditation Report. He stated we have the data that shows retention rates. Dale stated the Program Review needs to be complete by mid-November. Dale proposed the Program Review be divided in parts amongst members to finish it up.

4. Next steps to finish the Program Review

Dale stated the recommendation for Program Review is that we need to develop mechanisms and learning support systems to ensure that students enrolled in DE courses are achieving SLOs in comparison with face-to-face courses.

Recommendation 6: Learning Support for Distance Education

1. SLOs in Outline Course - (SLOs are in syllabus and part of the Program Review)

2. Student Success Workshops & Orientations - (brainstorm ideas for more workshops for student and faculty that will promote online Canvas success)

3. Online Writing Lab

4. Embedded Tutors - (Svetlana has applied for a embedded Math tutor, but Dale would like to see 10 to 15 more online tutors)

Dale would like to meet with the Tutoring Center and have the center become involved with embedded tutors in online courses.

Sandra verified that the SCC Library has an online tutor link listed on its Web site that is through the Solano County Library and is a county resource available to all SCC students. The SCC Library lists information on how to access and use the site. Sandra stated 92% of SCC online students are Solano County students and can use the service free of charge. Sandra also suggested that SCC do some faculty education on how to get a tutor in an online classroom. Dale stated the requirement to be a tutor includes being a current SCC student, who has taken an Instructor's course and received an A or B.

Dale asked Carol to contact Shirley Lewis and find out if it is possible to obtain any information that is being collected from students who have dropped classes at SCC. Dale suggested another great workshop for faculty would be how to follow up with dropped students using the Banner roster.

Dale concluded this topic with the fact that we have Senate minutes included in our Accreditation Report, and that we have addressed standards and are now fully compliant.

Dale will email the most recent copy of the Program Review Handbook to all DE committee members. It was developed by Amy Obegi and the Academic Senate. Dale is adapting the handbook to the DE Program and defining its own special process. Administration would like for this to be completed by mid-November, so this will be divided up and worked on during each DE meeting. The two beginning points are as follows:

1. Strategic Goals: How does DE relate to the college through strategic goals?

2. Educational Master Plan: How does the DE program fit into the educational master plan?

Everything listed in red has been drafted in or done. Although departments have program level outcomes, does DE have measurable outcomes? A program level outcome is something that students achieve. Is DE a program?

Lauren mentioned it is important that students who select online classes receive the same education as face-to-face students. Lauren suggested time management as a factor because of its importance to DE.

Sandra mentioned a valuable component of online learning is a gained lifelong skill that might be measured by the reoccurrence of online course enrollment. Sandra felt this to be a valid component of measurement.

Does DE fit more of an Institutional Outcome?

Dale's suggestions for the DE Program Review included:
- remove the section on PLOs
- 2.7 - collect data and put in Global summary form
- keep 2.9 - course list (Carol to create a course list)
- keep 2.10 - faculty training and course shell reviews
- remove basic skills
- keep 2.15 - DE student surveys (need to do another one)
- put in 2.18 if applicable
- take out 2.19
- keep student retention and success rates, which are complete

Carol will get a copy of the 2011 DE Program Review plan that includes information regarding online certificates or degrees.

Dale is interested in the college purchasing something like Camtasia, which is a lecture capture software program.

Dale is planning to have roll call activated in Canvas.

5. Branding

Kathleen agreed to create the branding for SCC Canvas.

Adjournment

The meeting was adjourned at 4:30 p.m. The next meeting is scheduled for October 28 in Room 101 from 3:00 p.m. – 4:30 p.m.