



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

January 26, 2015

Room 812

2:30 p.m. – 4:00 p.m.

ATTENDANCE

The Distance Education Committee Meeting was called to order at 2:30 p.m. by Coordinator Dale Crandall-Bear.

Members present were Isabel Anderson (LA); Anne Bevilacqua (Interim Dean of SBS); Dale Crandall-Bear (DE Coordinator/Chair); Erin Duane (substitute Librarian); Mary Gumlia (COUN); Scott Ota (IT); Svetlana Podkolzina (MS); Randy Smith (MS); Lauren Taylor-Hill (SBS); Christina Trujillo (LA); Barbara Villatoro (MS); and Carol Zadnik (DE Tech)

Absent/Excused: Roger Clague (CTO); Neil Glines (Dean of LA); Laura Maghoney (AT&B); Sarah Nordin (AT&B); Sandra Rotenberg (Lib); and Robin Sytsma (HS)

Dale welcomed everyone and asked each member to introduce them self. Dale explained that DE operates as a sub-committee of the Academic Senate. Dale explained his role in Distance Education and Academic Senate.

1. Adoption of Minutes (12/8/2014)

Adoption of December 8, 2014 Meeting Minutes:

Motion to approve – Erin; Seconded – Interim Dean Bevilacqua; Passed – unanimously.

Dale mentioned DE is expanding. Dale proceeded by explaining that DE is responsible for all course shell review approvals. This includes the course correspondence packets, new online course proposals, and previously approved pilot courses. Correspondence courses and Shared Learning courses are two new modalities that have been defined as falling under Distance Education and will be a part of Distance Education's work.

2. Plans for Spring 2015

Correspondence Courses Pilot. Dale explained that this is a pilot program approved by the Academic Senate and now considered to be

part of Distance Education. The Academic Senate approved six correspondence courses to be taught beginning in February as Spring 2015 late start classes.

Dale went over with committee members the procedures for teaching a correspondence course. First, if an instructor wants to teach a correspondence course, they must submit a Course Modification Form to the Curriculum Committee. The Curriculum Committee would then review for course approval. Second, a course packet is presented to the DE Committee. The DE Committee then reviews the packet using the Correspondence Course Packet Review Form as a guideline for approval.

This process is similar to online course approval. Instructors will submit their correspondence course packets by uploading them to a shell in Canvas. Carol will print a master copy of each packet that will be reproduced. The packets will then be transferred to the Vacaville prison at the beginning of each semester by courier.

Mary asked how the correspondence course packets will be reviewed. Dale said the DE Committee will review the packets much the same way that the committee reviews the new online and pilot shells.

Svetlana asked about the ACCJC regulations surrounding the different modalities of learning. Dale said the programs will be kept separate and clearly defined. Each modality will have its own criteria.

Barbara asked if the correspondence courses will be opened to students other than the Vacaville prison population. Dale said that legally anyone can opt to take a correspondence course, and SCC must publicize the correspondence courses.

Shared Learning Courses Pilot. Dale explained that this modality involves an instructor who teaches a class at three different locations simultaneously using telepresence technology. This technology will include high resolution monitors, microphones, cameras, and fast internet connections for instantaneous real time communication between an instructor and students at various locations. The concept is to focus on courses that have a low enrollment or continuously get cancelled. The hope is to boost enrollments for these courses by giving students more choices of where they can go to attend the class. Class max enrollments will not change, but this concept should allow for several smaller groups combined to make up adequate enrollment for a course.

Dale stated there are many issues surrounding “Shared Learning” that need to be discussed and resolved. Some issues include Title 5 compliance, faculties’ responsibility, and who will proctor exams. Safety is one of the biggest concerns that will need to be addressed in moving forward. Dale said the Academic Senate will look to address these issues and vote to move forward with this new modality.

Roger Clague will handle all the technical aspects of “Shared Learning.” Roger would like to see a group of shared learning courses piloted during the Fall 2015 semester. The first meeting to share and gather ideas about “Shared Learning” will be February 4, 2015. Roger will take input from the meeting and use it to plan the rooms for “Shared Learning.” Dale said there will be a lot of training for faculty as well. Distance Education may be involved with coordinating the faculty training.

Planning Summer DE Institute. Dale said Dr. Laguerre would like to see Distance Education conduct a Summer Institute for faculty at SCC. Dale said this would include online canvas training, how to put together correspondence course packets, and the new “Shared Learning” modality. Dale mentioned that Dr. Laguerre said he feels three or four days is needed for a wider selection of workshops to be offered. He said stipends will be available for participants. Dale said he would be responsible for organizing the Summer Institute and asked committee members for workshop ideas.

Erin mentioned that she would like to conduct some workshops about EasyBib, which is a citation maker. It allows students to make notes and note cards. Erin said EasyBib can be embedded into Canvas. She reiterated that library tools for faculty to embed and use in their course shells would make a great workshop.

Carol mentioned the eCompanion workshop that Dale did for Adjunct Faculty. She said it received a lot of positive feedback, and more eCompanion workshops would be beneficial for faculty.

Isabel suggested that a one-hour workshop on how to fill out the Curriculum Modification Form for new courses would be helpful.

Scott said he would like to work with Academic Success to have tutorials available to assist students in learning how to use the Google Drive and Google Docs. Randy suggested a virtual institute might be helpful. Scott suggested the Institute workshops be added to the

Solano website online for viewing by others later. Randy also suggested DE consider having some professionals to come in and discuss how to put together a video. Dale suggested we have someone from our Theatre department like Eric Bullis to speak. He also suggested we have Frank with Utelogy give a presentation.

Video lecture capture, YouTube, and mobile apps were mentioned as additional workshop topics. Dale suggested we have workshops on how to create a video for online classes using YouTube and Camtasia. Carol mentioned that she had IT to install Camtasia on a computer in the Adjunct Support Center and requested that a video web cam be purchased for that same computer. Carol offered to do a workshop on how to use YouTube and Camtasia.

Barbara asked if other faculty have run into space limitation issues in Canvas. Dale said if you record from within Canvas, your recording is not charged against your shell space; however, uploaded videos are charged against your shell space. Dale said that our storage allotment with Canvas is system wide. Any instructor that needs more storage space in his/her shell can submit a request to Carol to have it increased. Dale also said it is a good idea to use YouTube or Vimeo and link to the video from within the Canvas shell. Carol mentioned that Vimeo does not offer closed caption capabilities; therefore, YouTube is best to use.

Dale suggested the Summer Institute be done at the end of the Spring 2015 semester before breaking for summer or during the three days before the optional Flex day in August. Erin asked if flexible flex might be an option as opposed to stipend. Dale said he would inquire about having different options available to faculty.

**3. DE Committee
Canvas Shell**

Dale shared with committee members their new shell for placement of reviewed correspondence course forms.

**4. Committee
Approval of
Correspondence
Course Packets**

Dale asked for a motion to approve the following Correspondence Course Packets with a pilot status:

Motion to approve – Isabel; Seconded – Lauren; Passed – unanimously:

- COUN 007 Orosco – pilot
- COUN 055 Moreno/Sta.Maria – pilot
- COUN 083 Moreno/Sta.Maria – pilot
- MUSC 008 Auman – pilot
- COUN 101 LaCount – pilot
- CDFS 038 Obegi – pilot

**5. Committee
Approval of New
Online Courses**

Dale asked for a motion to approve the following new online courses:
Motion to approve – Isabel; Seconded – Lauren; Passed – unanimously:

- CIS 015 (JS) – Final
- CIS 078 (EW) – Final
- CIS 066 (JS) – pilot
- RE 172 (AC) – pilot

Isabel asked about the deadline dates for Fall 2015 and Spring 2016 course approval considerations. Dale said deadline dates are not as significant now that the faculty on the DE Committee are reviewing courses when received. Dale said March 6 was the official date that was set as the deadline for Fall 2015 classes, but anything received before or after now will be reviewed by the committee.

Carol asked if our next meeting would be on February 9. Dale confirmed it would be February 9 and asked if committee members would be willing to meet in Room 812 in the future. Members agreed to meet in Room 812 during the Spring 2015 semester.

**6. Committee
Approval of
Online Pilot
Courses**

Dale shared with committee members the list of pilot courses that need to be reviewed. The list is in sequential order with the courses that were approved as pilots first listed at the top for review. Dale said there will be a review team of two per shell. A lead reviewer and a second backup reviewer. There were no pilot courses reviewed and decided on for the January 26 meeting.

Adjournment

The meeting was adjourned at 3:50 p.m. The next meeting is scheduled for February 9, 2015, in Room 812 from 2:30 p.m. – 4:00 p.m.