



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

August 25, 2014

Room 902

3:00 p.m. – 4:30 p.m.

ATTENDANCE

The Distance Education Committee Meeting was called to order at 3:10 p.m. by Coordinator Dale Crandall-Bear.

Members present were Isabel Anderson (LA); Katie Berryhill (M&S); Dale Crandall-Bear (DE Coordinator/Chair); Mary Gumlia (COUN); Julia Kiss (Nurs); Laura Maghoney (AT&B); Scott Ota (IT); Lindsay Padilla (SBS); Svetlana Podkolzina (MS); Sandra Rotenberg (Lib); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); and Carol Zadnik (DE Tech)

Absent/Excused: Roger Clague (CTO); and Neil Glines (Dean of LA)

1. Introduction of New Committee Members for 2014

Dale suggested we begin with introductions. Lindsay Padilla introduced herself as a new member of the Sociology Faculty. Lindsay mentioned she has been teaching online for the last four years prior to coming to Solano Community College and wants to continue to teach online utilizing Canvas.

Sandy Rotenberg introduced herself as one of the Librarians, who has been teaching online for a long time. Mary Gumlia from Counseling announced that she has been teaching online since 2001. Robin Sytsma introduced herself as a Nutrition Instructor, who has taught online for the past ten years. Laura Maghoney introduced herself as teaching Economics and mentioned she has taught online for a long time. Svetlana Podkolzina introduced herself as a Math Instructor. Isabel Anderson introduced herself as a member of the English Department. Isabel mentioned past experiences using Moodle, but stated she likes using Canvas a lot. Julia introduced herself as a member of the Nursing Faculty who teaches in the Nursing Program. Julia mentioned using Canvas with her face-to-face classes, but looks forward to using Canvas to teach online in the future. Julia completed her Masters online and likes online learning.

Katie Berryhill, who is also a new DE Committee Member, introduced herself as a new instructor to SCC. She began teaching Physics and Astronomy during the Summer 2014 semester. Katie completed her PhD and Masters online, and she has taught online for the last ten years. Katie has used Canvas for two weeks now, and she really likes the program. Katie mentioned she had previously used Educator and Sakai. She feels Canvas is a far superior system than those she used in the past.

Dale mentioned new hires over the past year include many faculty that are familiar with teaching online and half are familiar with Canvas.

Sandra mentioned that Erin Duane will be substituting in her place at some of the future DE Meetings.

Dale suggested the committee discuss meeting times next. He asked how many members would prefer 2:30 p.m. - 4:00 p.m., keep 3:00 p.m. - 4:30 p.m., or consider a later meeting time. It was determined that the majority of committee members could attend from 2:30 p.m. - 4:00 p.m. Svetlana opposed the time change due to a scheduling conflict. Dale also suggested we change the meeting room to 801 to accommodate the number of committee members.

2. Adoption of Minutes (04/28/14 & 05/12/14)

Adoption of April 28, 2014 Meeting Minutes:

Motion to approve – Robin; Seconded – Sandra; Passed – unanimously.

Adoption of May 12, 2014 Meeting Minutes:

Motion to approve – Sandra; Seconded – Isabel; Passed – unanimously.

3. DE/Accreditation Report (Annette Dambrosio)

Dale introduced Annette Dambrosio. He proceeded to discuss the Self-Study Report, which is done every six years. The last one was done in 2011, and the next one will be due in 2017. Annette is currently working on a Midterm Update Report. Dale shared the Midterm Report Planning Agenda 1 Draft with DE Committee Members. The DE Planning Agenda was created in the 2011 report and included eight points of action. Since written, some of the items on the Planning Agenda have been deleted or revised. Dale explained that part of the process is to update the Planning Agenda and determine what additions or changes need to be made. The final report will be presented as an update to Accreditation, and DE will need to develop a new Planning Agenda over the next three years.

Annette explained that part one of the report is to update agenda item recommendations. Part two is the 42 planning agenda items that were done in 2011 for all of Solano Community College. Annette mentioned things missing from the 42 agenda items include an update of what will

be done from now until the next self-study in terms of projection. Continued evaluation and evidence is another missing factor. Annette explained that one of the main points of Accreditation is to project forward with where things are headed in the future. Annette suggested extending on the points of interest that DE has already established or evaluate and change agenda items.

**4. DE Planning
Agenda for 2014-
2017**

Dale suggested the DE Committee go through the eight points of action in the Planning Agenda 1 Draft.

Item agenda number two on the Planning Agenda is a summary of new guidelines developed in 2011 that have been implemented over the last two years and include Course Shell Reviews and instructor training. Annette reiterated the importance of assessing the guidelines moving forward. Annette suggested a summary listed at the bottom for the 2016-2017 plan of assessment.

Item agenda number three addressed the creation of outcomes for the DE Program. DE has determined that Distance Education is not a program, because you cannot earn a degree in Distance Education. The DE Committee will propose the elimination of item number three. Annette suggested that DE might consider how Distance Education is promoted to make students more aware of DE's identity as a new item.

Item agenda number four addresses the college catalog. According to Accreditation there is more language needed in the catalog with regard to Distance Education. Katie said students should be aware when registering for an online class that they will have interactions with a faculty member, and this information should be reflected in the catalog. Mary suggested differentiating Distance Education from traditional instructional learning in the catalog. Dale will check the catalog for current language and distribute to committee members for review. This item will be addressed further over the next several DE meetings.

Dale addressed Sandra regarding item agenda number five and asked if this item could be eliminated. Sandra said she felt this agenda item was included to be sure DE was mentioned and online course content was included where it should be included. Discussions continued as to whether item number five was supposed to be referencing the Intellectual Property Rights Policy or is indeed about the Academic Freedom Statement.

Annette read the Self-Study Report verbiage on Page 190 that refers to the Academic Freedom Statement and mentioned the same page talks

about Distance Education and the catalog. Isabel read the description about DE and online learning under Non-Traditional Learning in the 2014-2015 Online Catalog on Page 47. It was determined that the catalog entry did not exist when agenda item five was written in the Self-Study Report. Annette suggested DE could modify and update the catalog description regarding Distance Education and online learning. Annette reiterated that it should be mentioned that language does now exist in the catalog. Dale confirmed that our new agenda plan will include an update from DE on the catalog entry. Annette emphasized that it is the plan that is currently needed; however, it is not vital that the plan be carried out immediately.

Dale and Annette agreed and concluded that agenda item number five is supposed to be about Intellectual Property Rights; however, Dale will check to see if the language about Intellectual Property Rights was negotiated into the contract. He will also verify language included that specifically relates to Distance Education.

Svetlana asked if our planning agenda could include having a link to CCC Confer embedded into solano.instructure.com. Sandra agreed with Svetlana that it would be of great service to instructors and students to have a link to cccconfer.org embedded in Canvas, because of all the options available with the use of this free service. Carol mentioned there was a new feature recently rolled out by Canvas that may accommodate the CCC Confer link. She will look into it and advise Dale of the option.

Regarding Planning Agenda item number six, the committee determined that development of department level policies shall be left to the departments.

Item agenda number seven relates to a DE Program Review. All of the programs need to address DE, and DE needs to be in every Program Review. Dale mentioned that he does not know what the timeline should be for all first time program reviews. Annette suggested that Dale contact Amy to get the program review schedule. Sandra said the program reviews may take five to six years to complete. Annette mentioned it will be feasible to do a one page update yearly on program reviews as well. Dale mentioned it might be a good idea to do a review this year for all the departments that have already completed their review. Annette said DE would put together a timeline and then decide to do more or less when accessing it later.

Item agenda number eight relates to data. Sandra asked if we are looking at any changes that moving to Canvas may have created. Dale

said that would show from data that was collected last term and this term. Dale said once we accumulate a couple of semesters in Canvas it will be possible for more comparison data.

Annette questioned the mention of grievances in Planning Agenda item number eight. Annette suggested DE might mention that there have not been specific grievances pertaining to DE. Sandra said she did not think there is any data on complaints and grievances against DE. Sandra said we should be disaggregating data on DE instruction, but ignore the complaints and grievances. Annette said it does have to be addressed. Sandra mentioned it can be listed as confidential and unavailable.

5. Survey of DE Students

The first agenda item on the Planning Agenda was a Student Opinion Survey, which was conducted in 2012. Dale suggested another survey be done during the current term in September or October. The DE Committee will evaluate the last survey and develop a new survey by reviewing the questions for elimination or change.

Sandra suggested questions be left in the survey that would offer good comparative data. Annette reiterated this idea would offer built-in assessment. Sandra also suggested the survey might include a question asking students if he/she would be willing to be contacted for more in-depth questions or to participate in a focus group.

Dale will distribute the Student Opinion Survey to DE Committee Members allowing them to better assess the survey questions that should be kept for the new survey. He asked DE Committee Members to look through the 2012 survey questionnaire and be prepared to address this topic at the next DE meeting.

6. "Shared Learning" Classes (Roger Clague)

Roger was not able to present information regarding "Shared Learning" due to an emergency. Dale explained Roger Clague, chief technology officer; Dr. Laguerre; and V.P. Diane White would like to create a format for courses struggling with enrollment that could be offered simultaneously in different locations. A class could be scheduled during the same hour at Fairfield, Vacaville, Vallejo, and Travis. The telepresence technology would be utilized for a class being taught by an instructor in Fairfield, but virtually broadcasted in real time to the other centers. Dale explained there is no delay with this technology, and it utilizes a high bandwidth as well as a high definition monitor connection.

Dale conveyed to committee members that Roger stated the IT Department could take care of the necessary technology. There would be one classroom built on each campus that students could attend.

Instructors would be required to move from one location to another each week allowing for some face-to-face time at each campus. The college would like to conduct a pilot course called “Shared Learning” during the Spring 2015 semester.

Dale said the challenge may lie in finding an instructor to teach the pilot class. Dale presented a page to committee members that will be sent out to all DE Faculty to see if someone is interested. A good candidate for the pilot course will be a class struggling with low enrollment. This technology is going to be used to see if enrollments can be increased in specific courses.

Isabel asked if a Hybrid course would fit the criteria. Dale said Hybrid could be considered a possibility. Isabel said that she has a Literature class that she is scheduled to teach in the spring in Vacaville that might be a good candidate. She was supposed to teach it during the Fall 2014 semester, but enrollment was too low. She received emails from students who would like to have taken the course had it been provided on other campuses or at alternate times.

Sandra mentioned she did something similar to “Shared Learning” for her Master’s Program. She conducted an online class where shared learning was combined using web cams and video lectures between instructors and students from home. Dale mentioned UC Davis has a room set up for shared learning that is very impressive. Isabel asked if the course lecture could be recorded, and Dale confirmed that as a possibility for online use. Students participating in a “Shared Learning” course would have to consent to a recorded session.

Dale encouraged committee members to respond to the email request if he/she has a course they would be interested in teaching as a “Shared Learning” pilot course.

7. Course Shell Reviews (Faculty)

Non-Faculty DE Members were excused from the remainder of the DE Meeting. Dale explained to DE Committee Members how the Course Shell Review process works. Each new instructor taught course is reviewed by two peers and the results are sent to Dale. Course shells that need further review are presented to the DE Committee.

Julia asked how you convert from a pilot status to a final status. Dale explained the pilot status meant the course could be taught for only one semester, because there are some thing missing. Since the initial decision it was decided to get everyone into Canvas and then go back to review all the pilots during the Spring 2015 semester.

Mary suggested that there be a standing committee of reviewers in the future to eliminate problems finding someone to do a peer review. Dale agreed that this may be a good time to explore the idea of having the DE Committee Members do Course Shell Reviews since the bulk of the shell reviews have already been done.

DE Committee Members proceeded to review course shells for the Spring 2015 semester. Dale asked for a motion to approve the following new courses:

Motion to approve – Sandra; Seconded – Laura; Passed – unanimously:

- ART 010 (FF) – Final
- CJ 052 (JO) – Final
- CJ 060 (SN) – Final
- COUN 083 (MG) – Final
- GEOL 005 (MF) – Final
- KINE 057 (KM) – Final
- MUSC 007 (MM) – Final
- NURS 064 (JK) – Pilot
- ASTR 010 (KB) – Final
- CJ 053 (SN) – Final
- COUN 055 (EM) – Pilot
- COUN 083 (EM) – Final
- HIST 018 (NP) – Pilot
- MUSC 005 (MM) – Final
- MUSC 013 (MM) – Final
- SOC 001 (LP) – Pilot

Dale asked for a motion to approve the following new pending completion of the Online Canvas Training :

Motion to approve – Katie; Seconded – Julia; Passed – unanimously:

- THEA 011 (CS) – Pilot
- HED 002 (SP) – Final

No action at this time on the following course, because no Course Shell Reviews were submitted.

- MATH 011 (TG)

DE Faculty Members denied course approval for the following course at this time due to lack of adequate instructor authored content and lack of evidence of instructor initiated contact. Dale will contact the instructor about these issues.

- OT 061 (AC)

Sandra asked if the DE Committee Members could have the stats on how many courses are being taught online. Dale indicated he would provide that information for the next meeting.

Dale will announce soon the deadline dates for Summer 2015 Course Shell Reviews.

Adjournment

The meeting was adjourned at 4:36 p.m. The next meeting is scheduled for September 8 in Room 801 from 2:30 p.m. – 4:00 p.m.