DISTANCE EDUCATION COMMITTEE
<u>Adopted Minutes</u>
November 10, 2014
Room 801
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); Dale Crandall-Bear (DE Coordinator/Chair); Laura Maghoney (AT &B); Sarah Nordin (AT&B); Scott Ota (IT); Svetlana Podkolzina (MS); Lauren Taylor-Hill (SBS); and Carol Zadnik (DE Tech) Absent/Excused: Roger Clague (CTO); Erin Duane (substitute Librarian); Neil Glines (Dean of LA); Mary Gumlia (COUN); Julia Kiss (Nurs); Leslie Minor (Dean of SBS); Lindsay Padilla (SBS); Sandra Rotenberg (Lib); and Robin Sytsma (HS)
1. Adoption of Minutes (10/27/2014)	Adoption of October 27, 2014 Meeting Minutes: Motion to approve – Sarah; Seconded – Laura; Passed – unanimously.
2. Correspondence Classes	**Approve latest draft of Course Modification Form (Curriculum Committee).** The Course Modification Form has been approved by the Curriculum Committee and Senate for adoption. Although the DE vote on the Course Modification Form is only a formality, a vote could not be taken because there was not a quorum of DE members present. **Approve first draft of Course Packet Review Form (DE Committee).** Dale reminded members that a statement regarding ADA compliance was added to the Course Packet Review Form. Sarah asked if SCC is responsible for making sure all course materials are ADA compliant. Dale said he believed the college is responsible. Dale mentioned a visually impaired student would need to have special consideration like someone to read the course packet content to them, and he hoped the prison would compensate for these special circumstances. Sarah suggested we get clarification from the Vacaville prison on how they

will address ADA issues. Scott mentioned Dragon is a software program that will accept scanned documents and utilizing a pen will read the content back to a visually impaired student with a computer voice. Scott said Title 5 lists all the ADA compliance regulations.

Dale said the committee will revisit the Course Modification Form and the Course Packet Review Form for a vote at the December 8 meeting.

3. **Distance Education Flex Day, August 2015**

Brainstorm ideas for an all-day session on DE at SCC (online courses, eCompanion courses, correspondence courses, shared learning courses, etc...). Dale said Dr. Laguerre suggested DE create a timeline and conduct a summer institute about online, eCompanion, correspondence, and shared learning courses. Dale said an all-day program conducted on an optional flex day might be more successful with regard to attendance. Dale suggested DE have some speakers to discuss different topics. Kamber could give a presentation on how to do a course packet for a correspondence course. Frank with Utelogy could give a presentation on how to use the new equipment in the smart classrooms. Dale suggested the flex day contain workshops that would include the different modalities of distance education as well as information technology.

Dale shared the Mt. San Jacinto online learning web page with committee members. Mt. San Jacinto has an MSJC Academy. The academy is their flex program. Dale pointed out that their flex calendar includes many workshops about teaching in the classroom, and half of the workshops are related to online teaching. Dale said faculty go through the workshops for three days before the semester begins, and he believes they receive a certificate upon completion. Dale likes their concept and would like to see SCC adopt some of their practices.

Dale suggested the committee work toward planning a flex day program during the Spring 2015 semester that will be held during the Fall 2015 semester. Lauren thought the idea is good; however, she expressed concern and questioned as to whether or not the DE Committee might be taking on too much by adding other responsibilities. We are already responsible for course shell reviews and correspondence packet reviews. Dale stated the bulk of the Canvas transition has past. He felt there would not be as many new shells to review, and there will only be a few correspondence packets to review each semester. This will allow the committee to concentrate more on shared educational and teaching workshops for faculty.

4. Committee Review of Pilot Courses	**Final approval of the first set of pilot course reviews.** Dale asked committee members how the course shell review process went on the first set of shells. Sarah said instructor/student communication is a problem when conducting the reviews, because not all methods of contact are visible for review. Communication through the Canvas inbox is not visible. Dale said documentation that there is adequate communication between instructors and students is an important part of accreditation. Lauren mentioned it is difficult to see communication between the instructor and his or her students when the instructor is using publisher components like McGraw Hill Connect.

Dale asked faculty members to request a screenshot from the instructor. He advised them to copy Carol on the message in the event the instructor needs instructional assistance. Carol suggested a form be created to identify who would contact an instructor and what additional information would be asked of the instructor whose shell is being reviewed.

Dale asked for a motion to approve the following pilot courses as final with the approval for CJ 053 pending SLOs and a screenshot of the communications inbox:
Motion to approve – Sarah; Seconded – Laura; Passed – unanimously:

- MGMT 050 (MG) – Final
- MUSC 013 (WM) – Final
- LR 010 (DT) – Final
- CJ 053 (JO) – Pending

DE Committee Faculty Members will complete the review process and decide on the remaining five pilots from the first group at the December 8 meeting. |
| **Adjournment** | The meeting was adjourned at 3:30 p.m. The next meeting is scheduled for December 8 in Room 801 from 2:30 p.m. – 4:00 p.m. |