



## DISTANCE EDUCATION COMMITTEE

### Adopted Minutes

February 8, 2016

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 Dale Crandall-Bear (DE Coordinator/Chair); Mary Gumlia (COUN); Glenn Keyser (LA); Laura Maghoney (AT&B); Sarah Nordin (AT&B); Scott Ota (IT); Lindsay Padilla (SBS); Svetlana Podkolzina (MS); Sandra Rotenberg (Lib); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); Barbara Villatoro (MS); and Jeff Young (substitute Counselor)

Absent/Excused: Isabel Anderson (LA); Elizabeth Freed (HS); Keydron Guinn (Dean of SBS); and Carol Zadnik (DE Tech)

The meeting began with member introductions. New members included Jeff Young with the Counseling Department and Glenn Keyser with the Liberal Arts Department. Jeff will substitute for Mary at the Spring 2016 DE Meetings.

#### 1. Review of Minutes (11/23/15)

Adoption of November 23, 2015 Meeting Minutes:  
Motion to approve – Svetlana; Seconded – Lauren; Passed – unanimously.

#### 2. DE Coordinator Updates

As noted by Dale, the biggest update as of Fall 2015 is that a Canvas shell is created for every course. Dale said this implementation has helped to encourage other instructors to take an interest in Canvas. Barbara mentioned the new process created a problem with her hybrid class. Dale said that hybrids was one of the glitches discovered throughout the new process, but appears to be resolved. Barbara asked about the ability to add TAs, Observers, and Student Tutors to shells as well. Dale said requests to add TAs, Observers, and Student Tutors will need to be sent to Carol.

Dale mentioned another problem with the new process involved instructors who wanted his/her sections cross-listed versus instructors that wanted them in separate shells. The process to set up the shells only allows for one method and then must be manually altered per personal preference.

Dale met the previous week with VPAA Leslie Minor about a DE Budget. Dale informed committee members that there was no money available to be allocated for DE from the funds saved by going into the Online Education Initiative; however, he said that Leslie indicated she would try to find funds for submitted DE requisitions. He mentioned that she is very supportive of faculty and staff attending conferences. Dale said conferences will be a requisitioned item this semester.

Dale said it will be a priority to make sure DE has an official budget with budget line-item codes recognized by the college for the next academic year. Dale said the message from the Chancellor's Office was that the funds saved by being part of the Online Education Initiative should be put into Distance Education.

Dale reminded the committee that this will be his last semester to serve as DE Coordinator. It will be important to finalize the DE Coordinator job description and define a hiring process.

### 3. Goals for Spring 2016

**Hire two 40% release positions (DE Coordinator & Instructional Designer).** Dale reiterated the two release positions will be a priority for the current semester. This will enable two new people to begin these positions for the Fall 2016 semester.

**Confirmation of DE Budget for AY 2016-2017.** Dale said the goal regarding a DE Budget is to make sure a real budget is established for the next year.

**Mandatory Student Orientation for Online Classes.** Dale said a mandatory student orientation would be a good project to work on this semester. Students would have to complete the orientation before registering for online classes. Dale would like to set a goal to have this project in place and ready for Spring 2017 implementation.

**SCC representatives at DE Conferences.** Dale said Leslie encouraged the submission of requests for conference attendance. Dale said there is an OEI Conference in Sacramento in April that four or five people could attend and a major online conference in San Diego in June. Sarah mentioned that the Canvas conference is being held in Colorado in July.

Dale mentioned that those who attend a conference will be expected to hold workshops later during flex and share acquired information with other faculty.

**4. Job descriptions –  
Final Revisions**

Leslie looked over the two job descriptions with Dale, and she wanted something about promoting student success and student support included in both job descriptions. Dale added both items in bold to the DE Coordinator and Instructional Designer job description. Leslie also wanted something added regarding a Technology Committee, which will be reinstated. Dale said the DE Coordinator and the Instructional Designer will be expected to serve on the Technology Committee as Distance Education representatives.

According to Dale, Leslie also mentioned that she would like the DE Committee to address eligibility in the DE Coordinator and Instructional Designer job descriptions. After much discussion, committee members agreed that eligibility terminology for the DE Coordinator position will include “must be a current full-time instructor in the district.” Eligibility for the Instructional Designer position should include “must be a current full-time instructor in the district or a current adjunct instructor.”

Barbara asked that the DE Coordinator and the Instructional Designer job descriptions list that they attend DE meetings as well.

Sandra questioned the language in the job description that states the DE Coordinator will chair the DE Committee. The committee agreed that the word “chair” would be removed and replaced with “serve” on the DE Committee.

**5. New Canvas User  
Interface**

**Demonstration of the new Canvas User Interface for the committee members. The new User Interface will be deployed in June 2016.**

Demonstration of the new Canvas UI is deferred to the February 22 meeting. Dale said the Canvas Home Page and Navigation Bar will change and have an improved look with the new UI. Dale said it would be beneficial to have a workshop during the spring semester to orient other instructors on the new UI. Sarah asked Dale to find out if this workshop could be applied toward flex.

**6. New Faculty  
Resource Page**

The New Faculty Resource Page was deferred to the February 22 meeting. Dale shared with committee members the DE Committee Shell, which can be used to test things in Canvas and share files. Dale also shared the Canvas Tools, Tips, and Tricks Shell that is still being developed.

**7. Course Shell  
Review**

OCED 071 (DB)

Faculty members who reviewed the shell listed above recommended the course be approved with a Final status.

Committee members accepted the recommendation for the shell reviewed and listed above.

Dale changed the DE Meeting scheduled for March 28 to March 21, because March 28 is the first Monday of Spring Break. He changed the March 14 meeting to March 7.

**Adjournment**

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for February 22, 2016 in Room 801 from 2:30 p.m. – 4:00 p.m.