



## DISTANCE EDUCATION COMMITTEE

### Adopted Minutes

February 22, 2016

Room 801

2:30 p.m. – 4:00 p.m.

<b>ATTENDANCE</b>	<p>The Distance Education Committee Meeting was called to order at 2:30 p.m. by Coordinator Dale Crandall-Bear.</p> <p>Members present were Dale Crandall-Bear (DE Coordinator/Chair); Elizabeth Freed (HS); Glenn Keyser (LA); Sarah Nordin (AT&amp;B); Scott Ota (IT); Svetlana Podkolzina (MS); Sandra Rotenberg (Lib); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); Barbara Villatoro (MS); Jeff Young (substitute Counselor); and Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Isabel Anderson (LA); Keydron Guinn (Dean of SBS); Mary Gumlia (COUN); Laura Maghoney (AT&amp;B); and Lindsay Padilla (SBS)</p>
<b>1. Review of Minutes (2/8/16)</b>	<p>Adoption of February 8, 2016 Meeting Minutes: Motion to approve – Sarah; Seconded – Robin; Passed – unanimously.</p>
<b>2. OEI Updates</b>	<p>Dale announced to the committee members that the Online Education Initiative (OEI) awarded a contract to Cranium Café, which is an Online Counseling Network Project. This program will enable the counselors at Solano Community College (SCC) to conduct online appointments with students. Dale said he does not know when the program will be available to SCC, but he indicated the DE Committee will share it with the counselors when it is available.</p> <p>Dale said we now have access to <i>WorldWideWhiteboard</i> in Canvas, which was chosen last year as the OEI Tutoring Program. Dale anticipates an anti-plagiarism component will be available next.</p>
<b>3. Budget Update</b>	<p>Dale met last week with VPAA Leslie Minor and VPF Yulian Ligosio about a Distance Education budget. According to Dale, Yulian suggested that DE plan for a three-year budget of \$125,000 each year. Dale said that Yulian would also like him to attend and present the DE budget to</p>

the campus-wide budget committee. Dale said the DE Committee will need to finalize next year's budget with item proportionment. Dale is hoping to get the cost from OEI for the tutoring and counseling programs, so they can be included in the budget.

Dale said they proceeded to discuss a DE budget for this year. According to Dale, Leslie suggested the DE Committee put together proposals for conferences. Dale said there are three conferences coming up soon, which include the OEI conference in Sacramento in April; a Canvas conference this summer in Colorado; and the Online Teaching conference in San Diego in June. Dale said he would like to see two or three people go to each one of these conferences. Dale said he would gather some details and email them out to committee members as well as other online instructors. Dale mentioned that the release position for an Instructional Designer has been officially submitted for consideration.

Dale said that Yulian mentioned using instructional equipment money to purchase the hardware items listed in the DE budget. Dale said the DE Committee will have to identify the items they want submitted on a purchase order. Dale believes the new district Dell laptops with cameras are nice. He mentioned that it would be a good idea to have additional microphones to record class lectures. He said the wireless Lav Mics work well for recording lectures while moving around the classroom. Committee members discussed and agreed it would be nice to have laptops with a stylus feature. Barbara said she would like to see some tablets added to the list of hardware items. She said she uses an iPad and a \$2 app called *Explain Everything* that works very well for recording her class lectures. Dale said Carol's office would be the repository for the equipment.

Glenn asked if there are any privacy issues that an instructor must be concerned with when using a lecture capture device for verbal recordings in the classroom. Dale said he makes an announcement in his class that he will be recording his voice and those who participate will also be recorded. He asks his students to let him know if they have any reservations about the lecture capture in the classroom. Lauren mentioned that editing out content if necessary is always a possibility as well.

Svetlana said she is using a free Whiteboard Recording Tool called *Lecture Scribe* to share her screen with students as well as her verbal lecture. Svetlana said she is able to archive it and keep it on her computer or upload to Canvas.

Svetlana asked about the upgrade for *Big Blue Button*. Dale said we will have to find out if *Big Blue Button* can be upgraded for a few people or if it must be purchased as a campus-wide upgrade.

Sandra asked how we will decide who gets the Camtasia licenses that may be purchased through the DE Budget. Barbara said it would be a good idea to put *Camtasia* on the new laptops that will be purchased. Dale said the DE Committee will have to develop a process to determine who will get the laptops and how long they will keep them.

Dale said we would not be able to purchase a lecture capture program this year; however, it might be possible to purchase *Voice Thread*. All purchases will need to be made by the end of the Spring 2016 semester. Dale asked committee members to submit information to him on product ideas that they would like to see purchased.

**4. 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.** Carol shared with committee members a new design for the [solano.instructure.com](http://solano.instructure.com) login page. Dale shared the new Canvas User Interface (UI). The new login page and user interface will be available between the Spring and Summer 2016 semester.

**5. Online Student Survey**

Dale shared with committee members the final draft of the student survey, which needs to be sent out to all online students before the end of the Spring 2016 semester. Glenn asked that a question be added to the survey to find out what devices are used to access online courses. The committee agreed this question should be added.

**6. Faculty Resource Page**

Dale shared with committee members the new page created for faculty. The new Faculty Online Resources page is located at [http://www.solano.edu/online\\_classes/teach.php](http://www.solano.edu/online_classes/teach.php), which is located off the Online Classes page. The new page includes the necessary requirements for teaching online as well as a link entitled SCC Faculty FAQs. The SCC Faculty FAQs link accesses a public Canvas shell that will house other resources for faculty as it becomes available.

Lauren mentioned that she and Lindsay created a quiz that faculty can use as a new Course Shell Review Checklist. The quiz allows faculty to perform a self-check as they go through the checklist. Lauren said she and Lindsay can present this at the next DE meeting.

**7. World Wide Whiteboard**

Dale announced that WorldWideWhiteboard is now available in all the Canvas shells for SCC. It can be used like a live conferencing tool. Dale would like to offer training in March through webcast with WWWB, and a Flex Workshop on it before the Fall 2016 semester.

Carol explained that WWWB has two synchronous (live) modes and four asynchronous modes. Instructors can set up a tutorial room and have one-to-one or one-to-many collaborative interactions with students. WWWB has text-to-voice functionality for visually impaired students. Instructors can drag and drop pdfs, word documents, images, and text from the internet onto WWWB. Instructors can create math equations easily and embed videos in WWWB. Carol recommended the Q&A Center be removed from the WWWB dashboard. Carol stated the guide is posted on the SCC Faculty FAQs page as well, and the program is easy to use.

**8. Course Shell Review**

PLSC 001 (DC)

The course shell review is deferred to the March 7 DE Meeting.

**Adjournment**

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for March 7, 2016 in Room 801 from 2:30 p.m. – 4:00 p.m.