DISTANCE EDUCATION COMMITTEE
<u>**Adopted Minutes**</u>
March 7, 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 Isabel Anderson (LA); Dale Crandall-Bear (DE Coordinator/Chair); Glenn Keyser (LA); Sandy Lamba (Dean of SBS); Laura Maghoney (AT&B); Sarah Nordin (AT&B); Lindsay Padilla (SBS); Svetlana Podkolzina (MS); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); Barbara Villatoro (MS); Jeff Young (substitute Counselor); and Carol Zadnik (DE Tech) Absent/Excused: Elizabeth Freed (HS); Mary Gumlia (COUN); Scott Ota (IT); and Sandra Rotenberg (Lib) The meeting began with member introductions. Dean Lamba introduced himself as the new Dean for the School of Social and Behavioral Science as well as a new member of the DE Committee.
1. Review of Minutes (2/22/16)	Adoption of February 22, 2016 Meeting Minutes: Motion to approve – Glenn; Seconded – Svetlana; Passed – unanimously. Dale shared with committee members the Online Student Readiness Tutorials provided by the Online Education Initiative (OEI). He plans to have these tutorials be a major topic of discussion for the next meeting. Dale said the committee needs to decide what the process should be with regard to a mandatory online student orientation. Lindsay asked if the tutorials could be divided between committee members. Committee members were assigned specific tutorials to supply feedback on at the next meeting. Dale asked committee members to talk with their colleagues about any ideas they have regarding how a mandatory online student orientation should be handled.

Dale shared the Canvas resource pages that Carol created for students. He also shared her face-to-face orientation handout. The committee will review Mary's and Carol's tutorials. Carol will present a summary of her face-to-face student orientation at the next meeting as well.

2. Budget Update	**Report from Fiscal Advisory Committee. Purchase Recommendations.** Dale attended the last Fiscal Advisory Committee meeting and presented the proposed DE budget. Dale said there was a lot of discussion about the different components of the budget. He said the Fiscal Advisory Committee members were supportive of the budget. They made a motion to advise acceptance of the budget, which passed unanimously pending revisions when needed. Dale said the next task will be to make hardware purchases before June when the fiscal year ends. Dale asked committee members to respond to the Distance Education Technology Survey with their feedback and suggestions. Dale said the survey will help identify which software programs and what new equipment is most wanted by faculty. Dale mentioned that the two release positions have been drafted and sent to the Vice President of Academic Affairs. Dale asked Dean Lamba to give committee members a synopsis of the discussion that took place at the Dean's meeting about the two release positions. Dean Lamba said there are many combinations that can be created with the two release positions. One person might serve in both positions, or there might be a different person for each position. He mentioned there was discussion of having a team that might include a Dean. Dean Lamba indicated a decision will be made as to what the best fit for SCC will be after much discussion and input from different sources. Dean Lamba said Solano Community College (SCC) wants to continue to progress with the online program. Dale said he will plan to invite VPAA Minor to one of the upcoming DE meetings to discuss the release positions with the committee.
3. Upcoming DE Conferences	**Who wants to go? OEI Conference: Sacramento (April 20-22, 2016); Online Teaching Conference (San Diego, June 16-17, 2016); Canvas Conference, Summer 2016.** Dale asked if anyone on the committee is interested in going to any of the listed conferences. He said that he believes the OEI Conference has been cancelled. It is no longer listed on the web site. Carol asked what expense is covered when planning to attend a conference. Dale said registration, travel, and accommodations are covered. Sarah said she believes that permission from the Chancellor's

	Office must be obtained if money from the Chancellor's Office is used for an out-of-state conference. Dean Lamba offered to find out what procedures need to be completed to attend a conference. Dale asked committee members to fill out the Distance Education Technology Survey to specify if they would like to attend any of the conferences. He also reiterated that anyone attending a conference will be expected to host a workshop for Flex in the Fall 2016 semester.
4. New Course Shell Review Process	Lindsay and Lauren presented their idea for a new course shell review process to committee members. Lindsay said they would like to create a process where faculty will show their work. This process will allow faculty to check themselves against the course review checklist for necessary items that should be in a course shell. This will prevent committee members from having to search for it. Lindsay said she and Lauren created an example quiz where faculty will provide an image or the URL for the data in question. The quiz will be broken down by category or topic as it relates to the course shell review checklist. Lauren said this process will hopefully render a higher success rate for approval with online course shells. Lindsay mentioned she could make a video to embed in the quiz with instructions that would explain the process to faculty when they begin the quiz. Isabel asked if they considered the application of a rubric with a weighted point system for specific quiz questions that have multiple answers. Dale said the OEI uses a weighted point system. A course must rank a specific number of points to qualify for the exchange. Isabel and Dale suggested the committee look at the OEI's system. Committee members agreed that they would like for Lindsay and Lauren to continue to work on the new course shell review process.
5. Course Shell Reviews	ENGL 002 (IA) Faculty members who reviewed the shell listed above recommended the course be approved with a pilot status. COUN 050 (TB) Faculty members who reviewed the shell listed above recommended the course be approved with a pilot status. OT 061 (JL) Faculty members who reviewed the shell listed above recommended the course be denied approval.

PLSC 001 (DC)
Faculty members who reviewed the shell listed above recommended the course be denied approval.

Committee members accepted the recommendations for the shells reviewed and listed above.

Adjournment   The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for March 21, 2016 in Room 812 from 2:30 p.m. – 4:00 p.m.