DISTANCE EDUCATION COMMITTEE
Adopted Minutes
March 21, 2016
Room 812
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); Elizabeth Freed (HS); Mary Gumlia (COUN); Glenn Keyser (LA); Sandy Lamba (Dean of SBS); Scott Ota (IT); Lindsay Padilla (SBS); 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) Guest present was VPAA, Dr. Minor Absent/Excused: Isabel Anderson (LA); Laura Maghoney (AT&B); and Sarah Nordin (AT&B)
1. Review of Minutes (3/7/16)	Adoption of March 7, 2016 Meeting Minutes: Motion to approve – Lindsay; Seconded – Lauren; Passed – unanimously.
2. Mandatory Student Orientation	Dale asked committee members to report on the Online Education Initiative (OEI) Student Orientation Modules that were previously divided up and assigned. Committee members discussed the possibility of having a mandatory student orientation offered to online students as a practical course for credit. Carol said she feels the OEI Modules are very generic. She shared with committee members how she demonstrates Canvas in her in-person student orientations, and agreed that a mandatory online student orientation should be set up as a practical orientation.

Dean Lamba said he feels a practical mandatory online student orientation will be important, and will help to separate the students serious about taking online classes from those students that are not.

Mary said time management and student motivation should be included in a mandatory online student orientation as important components. She said the orientation should not be exclusively about technology.

Dale asked committee members to look more closely at the OEI Modules for discussion at the next DE meeting.

3. **Future Staffing of DE Program**

Discussion with VPAA, Dr. Minor. Dr. Minor conveyed to committee members some of the conversation from the previous Dean's meeting. She conveyed there is much interest about how Distance Education might be staffed. She asked if committee members have thought about the different scenarios for staffing DE other than a DE Coordinator position at 40 percent release time and an Instructional Designer position at 40 percent release time. The committee responded that they had discussed various scenarios, and they are recommending the two 40 percent positions.

Dr. Minor asked committee members if they have thought about how much time and work is needed for the two positions. Dr. Minor said to think of a full work day in a release position being equal to 20 percent or an 8-hour day. She reiterated that two 40 percent release positions would equal to a 32-hour workweek. She said the time invested in the two positions should be based on the scope of the work.

Dr. Minor asked if committee members have thought about the possibility that SCC might be able to bring in some fresh creativity and technology ideas by not limiting the designer position to a faculty member. She stated the DE Coordinator would have to be someone who can work as a liaison with the VPAA, Senate, and the Deans. Dr. Minor asked if consideration for the two positions might be filled by the same person.

Barbara said the reason for limiting the designer position to a faculty member is because putting a class together requires more than just technical components. Barbara said the committee is hoping an Instructional Designer position will decrease the percentage of course shells being denied approval when they are reviewed by the committee.

Dale reiterated that the Distance Education program is an academic program that needs to be under academic leadership. He said that a faculty member could Chair the DE Committee, and that person could also be the liaison to the Senate. This would free up the opportunity to bring someone in with more of a technical background for the Instructional Designer position.

Carol said she does not see a need for two positions with a total of 80 percent release time. Dale said the idea of having an Instructional Designer is to have someone who can help instructors do new and different things beyond what is done in the classrooms and online now.

Lindsay said the Instructional Designer should also be someone who will have time to research pedagogy and new technology to teach to other faculty. She said the actual time for innovation is something that should be calculated into the Instructional Designer position. Lindsay expressed someone with only 10, 15, or 20 percent release time might just have time to work with faculty on course shells. She mentioned the person in this position could create a library of how to videos on different topics for faculty.

Dr. Minor shared her experience working in the past with someone who had release time to go and learn about new technology. This person then shared it with faculty. This person also created a mandatory online student orientation that students had to take before registering in an online class. Dr. Minor said she thinks we should have a mandatory online student orientation. She believes this will help student success rates. Dr. Minor concluded her conversation by expressing how proud she is of the Distance Education program at Solano.

Dale summed up the conversation by saying a decision will need to be made soon regarding the ideal staffing profile for Distance Education.

Dean Lamba asked if Dale's position as DE Coordinator with 40 percent release time had been established before or after Carol's position. Dale said the DE Coordinator position was created at 40 percent release time before Carol's position. Dean Lamba reminded Dale of their previous conversation that the DE Coordinator position might be less than 40 percent moving forward since Carol's position added so much support. Dale said it would be reasonable for the coordinator position to be 20 percent; however, he said it would then be critical for the designer position to be at 40 percent release time.

4. Upcoming DE Conferences	Dale said there was a DE Technology Survey sent out to faculty, which included questions about software, hardware, and conferences. The conferences included the Online Teaching Conference June 16-17, 2016 in San Diego (http://onlineteachingconference.org/) and InstructureCon 2016 in Colorado (https://www.canvaslms.com/news/instructurecon/). The survey responses for conference attendance included 30 online instructors, 9 instructors planning to teach online in the future, and 18 instructors that do not currently teach online. Dale presented a list of online instructors that volunteered for the Canvas conference in Colorado, those who signed up for the Online Teaching Conference in San Diego, and faculty that signed up for both conferences. Dale said the committee will need to decide how many people should go to the conference and who those individuals are. Dale said he believes the college is committed to fully funding these conferences. Dale asked Dean Lamba if he had gathered any information on the paper process to attend a conference. Dean Lamba gathered the forms that need to be filled out for conference attendance. He stated there is a Travel Authorization and Advance Request Form that must be filled out and then submitted to a Dean for approval. There is also a Travel Reimbursement Form. Dale asked if the forms could be submitted to one person rather than several different Deans. Dean Lamba stated he will need to gather more information.
5. Course Shell Reviews	PLSC 001 (DC) A second course shell review will be completed. The review will be deferred to the April 4 DE meeting. SOC 001 (RH) Faculty members who reviewed the shell listed above recommended the course be denied approval. SOC 002 (RH) 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. The meeting scheduled for April 11 was changed to April 4. This will allow for any last course shell reviews to be done before student registration begins.

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