



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

August 31, 2015

Room 812

2:30 p.m. – 4:00 p.m.

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| ATTENDANCE | <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 Isabel Anderson (LA); Dale Crandall-Bear (DE Coordinator/Chair); Mary Gumlia (COUN); 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); and Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Neil Glines (Dean of LA); Christina Trujillo (LA); and Barbara Villatoro (MS)</p> |
| 1. Introductions | <p>Committee Members for 2015/2016. Dale introduced Sandra Rotenberg with the Library as a committee member for the Fall 2015 semester. Dale went over committee members and the schools they represent.</p> |
| 2. Review of Minutes | <p>Adoption of April 27, 2015 Meeting Minutes: Motion to approve – Lauren; Seconded – Mary; Passed – unanimously.</p> <p>Adoption of May 11, 2015 Meeting Minutes: Motion to approve – Svetlana; Seconded – Robin; Passed – unanimously.</p> <p>Dale began the meeting by stating the points listed under the section entitled “Review Scope of Work for the DE Committee for 2015-2016.” These points are planned agenda items for the coming year.</p> |
| 3. OEI Updates | <p>Dale said that as of June 1, the Online Education Initiative (OEI) started paying the Canvas LMS fees for Solano Community College (SCC), which has resulted in a significant savings for SCC. OEI is funded for the next four years and is hopeful for renewal thereafter. The OEI has</p> |

recommended that SCC hold back 20-percent of its LMS savings in the event of a problem. OEI also recommends that additional cost savings be used to support the Distance Education (DE) program. Dale stated that Vice President Leslie Minor said a budget should now be developed for DE. Dale said working on a budget for DE to present to administration will be a priority.

Dale explained that part of the reason for OEI consolidation with California Community Colleges, is to allow for more funds that can be used to improve online student services rather than be spent on different LMS platforms. The other reason OEI was created is to provide other services that will be built into Canvas like tutoring and a proctoring system at a reduced rate. OEI is also providing modules of free tutorials through the Chancellor's web site that can be utilized as online student support tools. Dale said Vice President Leslie Minor would like to see a mandatory online orientation for SCC students that would allow them to register for online classes upon completion.

Mary expressed concerns regarding the Career Planning and the Study Skills and Managing Time OEI modules. Mary said SCC has transferable full semester courses that deal with these topics, and she would not want students to think they had met any kind of academic requirement by viewing these topics in the OEI modules. She felt it would be a good idea to have these modules modified with an explanation that there are transferrable college courses that deal with these topics in depth.

Dale will send the link out to committee members for each to view the OEI Readiness Modules before a proposal is put together to submit to administration.

Dale said there is a group of pilot colleges being rolled out now in the OEI. These colleges will be the first colleges to participate in the exchange that will take place in 2016. The exchange will open up state-wide to other community colleges in Canvas in 2017. There is a second group of colleges piloting with the integrated online tutoring component in Canvas. The last group Dale shared with members is piloting the OEI Readiness Modules and is requiring their students to go through the modules. Dale mentioned the committee should think about how we can support and help SCC faculty to upgrade their courses and help them prepare for the exchange. Dale feels that the DE Committee can be a first review resource to faculty who wish to submit his/her course shell to the exchange. Spring of 2017 will be the first opportunity for SCC to submit courses for consideration in the exchange.

Dale mentioned the different state-wide committees within the OEI, which include committees for the different piloting programs, a committee doing course shell reviews for the exchange, and a governing committee that oversees the entire program. He said it would be nice if a few SCC faculty were invited at some point to participate in some of the state-wide committees.

4. DE Institute

De-brief & Evaluation. Dale asked if there were any suggestions for future DE Institutes. Carol mentioned the equipment in Room 103A of the Library needs to be fixed before utilizing the room again. Lauren suggested that it might be beneficial to have future workshops in the smart classrooms so the new equipment can be utilized. Dale said the room would have to be set up as a computer room.

Dale said there was a lot of positive feedback from instructors who attended the DE Institute. Dale also mentioned he would make Jory Hadsell's power points available to committee members. Dale said it might be a good idea to have a regular Flex Workshop every semester entitled "Here is What's New in Canvas."

Sarah, Sandra, and other members brought up and discussed current issues surrounding some of the Canvas features like student name changes, discussion dates, and access to previous inbox messages. Carol said the only way to get Canvas to consider a change to one of their features is to suggest a change and ask others to vote for that change.

5. Scheduling Course Shell Reviews

Assignment of Reviewers. Dale shared with committee members the master list of new course proposals and piloted courses pending review. The new courses to be reviewed are SOCS 053B (BH), HIST 037 (GG), and ENGL 001 (ML-R). It was decided that SOCS 053B be put on hold. Carol asked that Dale explain the method by which committee members will fill out the Course Shell Review Checklist. After much discussion it was decided that Google Docs be used as the preferred method of collaboration.

Lauren asked if a quiz with multiple-choice questions could be created as a checklist for the reviewer of a shell. Lindsay suggested the instructor being reviewed fill out the quiz and attach pictures as examples of certain aspects of the course for the reviewer. Lauren and Lindsay volunteered to work on a prototype to be presented at the next meeting.

Dale asked for volunteers to review shells. Isabel and Sandra volunteered to review ENGL 001 (ML-R). Lauren and Robin volunteered to review HIST 037 (GG). Lindsay will review HED 003 (SS). Robin will review NUTR 010 (IB). Sarah offered to review THEA 010 (CS) and Isabel will review ENGL 004 (CM). Dale asked that reviewers be ready to report on these shells at the next meeting on September 14.

6. Review Scope of Work for the DE Committee for 2015-2016

Develop a budget for the Distance Education Program, utilizing the funds saved from the LMS fee (see above update). Plan for the acquisition of new programs and new technologies to enhance our DE program. Dale said a budget should be first priority for committee members. Dale will send out a list before the next meeting of expenditures for DE. The DE Committee will explore ways in which monies can be used to enhance the program. Dale asked that members plan to share his/her ideas on September 14 so he can compile a list.

Plan for a mandatory student orientation for online courses, using the modules developed by OEI. Students would need to complete the orientation before being able to register for online classes in Banner. Dale said if the committee decides this is something that should be done at SCC, the committee will discuss the best way to technically administer this requirement.

Explore a new system of automatically creating Canvas course shells for all scheduled face-to-face courses. (Would replace the "MyCourses" feature). Dale said Vice President Leslie Minor would like to see SCC move toward a system that automatically allows every course to have a Canvas shell. Leslie wants more faculty to get to know Canvas. Isabel expressed that there are more students asking to use Canvas as well.

Explore the adoption of plug-in programs through OEI. These include online proctoring, online tutoring, and an anti-plagiarism program (such as Turn-it-in). Dale said he would keep the committee updated as there is news available about these programs so the committee can review them.

Prepare our online courses for inclusion in the statewide OEI Exchange (to launch in 2017). Dale said the committee will explore the idea of being a pre-review committee for instructors interested in the exchange.

Sandra asked if there is a list of all the DE instructors that could be given out to committee members. The list would be helpful to recruit

others for votes when making Canvas suggestion changes. Dale said he would make the list available to committee members.

Plan for the transition to a new DE Faculty Coordinator in 2016. Dale said this is his final year as DE Coordinator. Dale said the committee should be involved in policy proposals for the handling of the transition of new leadership regarding a DE Coordinator. Dale stated he would be willing to work with a new DE Coordinator in the Spring 2016 semester.

Adjournment

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for September 14 in Room 801 from 2:30 p.m. – 4:00 p.m.