



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

September 28, 2015

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.
1. Review of Minutes (9/14/15)	<p>Members present were Dale Crandall-Bear (DE Coordinator/Chair); Elizabeth Freed (HS); 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: Isabel Anderson (LA); Keydron Guinn (Dean of SBS); and Barbara Villatoro (MS)</p> <p>Adoption of September 14, 2015 Meeting Minutes: Motion to approve – Lauren; Seconded – Robin; Passed – unanimously.</p>
2. Developing a Budget for DE	<p>Review brainstorm items; prioritize. Dale presented the following list of grouped items that were discussed at the September 14 meeting:</p> <p>DE Budget – summary of Ideas</p> <p>Annual DE Budget Amount \$150,000 (<i>cost of Canvas LMS.....now paid by OEI</i>) <u>-30,000</u> (<i>20% withheld for future contingencies</i>) \$120,000 <i>budget amount available</i></p> <p>POSSIBLE BUDGET CATEGORIES</p> <p>Existing Software Programs</p> <ul style="list-style-type: none">• Respondus Lock-down Browser (\$6,096)

OEI Programs (forthcoming)

- Anti-Plagiarism Program
- Online Tutoring
- Proctoring System (no cost?)

Other Software Programs (pilot / evaluation / adoption)

- Voice Thread
- Evernote
- Chromecast
- Big Blue Button upgrade

Video Production / Lecture Capture

- Faculty Training for Video Production / Lecture Capture
- Server Storage
- Camtasia Accounts (25 in Year 1?)
- Lecture Capture Pilot Program (Panopto?)

Hardware / Equipment

- Cameras for Video Production (computer-mounted; classroom cameras)
- Microphones (computer, wireless lapel, classroom, etc.)
- New laptops for DE Innovation
 - DE Budget covers 10-15 high-end laptops per year
 - priority assignment to faculty working on innovation projects

Faculty Training / Professional Development

- Conference Fund
 - faculty teams (2-3 people) to 3-4 conferences per year
- Guest Speakers/Trainers – flex workshops
- Accessibility Training (outside trainers / flex workshops)

Innovation Grants

- Use budget \$ to fund faculty innovation projects
 - annual grants / application process / review committee

Additional Staff

- Instructional Designer (Faculty Release – 40%)
- Dedicated DE Tech Support (IT 50%)

Dale asked if there were any additional suggestions. He reiterated that Respondus is the only annual recurring expenditure on the list. Dale said it is unknown as to when the Online Education Initiative (OEI) programs will be ready or what they will cost. He mentioned it would

be difficult to plan a budget if those items are considered. Dale said this year might be a good year to test some pilot software programs. Dale suggested *Voice Thread*, *Evernote* and *Chromecast* as possibilities. Lecture capture programs like *Panopto* might be another consideration.

Elizabeth mentioned the nursing program will want to begin using lecture capture programs soon. The nursing program is looking at flipping classrooms and going from a system based program to a concept based program. Elizabeth said the nursing program would like to offer lectures through the online distance education platform before classes begin. Dale suggested that Elizabeth talk to other nursing faculty to see if they would be interested in a pilot program utilizing *Panopto*.

Lindsay asked if *Google for Work* could be a consideration. Lindsay said a *Google for Work* account would provide access to all the Google Apps. Dale said a *Google for Work* account might be listed as a consideration to explore for the Distance Education (DE) Program only.

Scott suggested as DE grows that there be assistance provided to students using Canvas in the labs. Lindsay asked if Carol has open office hours. Carol said there is an open-door policy that students can come by the DE Office any time for assistance with Canvas. Sarah suggested some funds be set aside to provide student assistance through a live chat environment. Sarah asked if FAQs could be created. Dale said we could have an Instructional Designer create Canvas support pages for faculty to put in their courses for students.

Dale asked committee members to go through the list and prioritize four or five items that they would like to propose to administration as the first year's DE budget items.

3. Student Orientation Modules (OEI)

We will look at the first 5 modules. Please review these and be prepared to discuss them. The link to the modules is in your "DE Committee" course shell, under Modules – OEI. Dale said there are two decisions to make regarding the OEI Readiness Modules. The first decision is whether or not we want to use them. The second is whether or not we want the modules to become a requirement and precursor to student registration for online classes.

Elizabeth asked if the OEI Readiness Modules could be included in the mandatory orientation that must be attended by new students to Solano Community College. Scott said the mandatory new student orientation is offered online as well. Elizabeth brought up the point that

many students not taking online classes will still be exposed to Canvas by way of an eCompanion course that offers campus course materials online. She said those students will need to have access to an orientation as well.

Mary suggested two different orientations be considered. One for students already enrolled in online classes and one for students considering online classes. Mary also suggested DE reevaluate the student retention rate for online courses.

Scott asked if the faculty orientation has helped faculty improve in course development. Dale feels there are fewer questions from faculty on how to use Canvas since the faculty orientation process has been implemented. Dale said we should not only think about a mandatory distance education student orientation, but also consider much more rigorous training for faculty.

Dale asked members to review the OEI Readiness Modules in preparation for the next meeting.

**4. Course Shell
Reviews (carried
over from 9/14)**

The committee discussed the pending course shell review for SOCS 053B. Committee members raised several questions about the status of upgrades to the course since the last review in May 2015. The committee directed Dale Crandall-Bear to contact the instructor and get clarification on a number of points.

HIST 037 (GG)

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

ENGL 001 (ML-R)

ENGL 004 (CM)

The shells listed above are deferred to the October 12 DE Meeting.

HED 003 (SS)

THEA 010 (CS)

Faculty members who reviewed the shells listed above recommended the courses remain as pilots and be reviewed again at a later date.

NUTR 010 (IB)

Faculty members who reviewed the shell listed above recommended the course be approved from pilot status to Final.

Committee members accepted the recommendations for all shells reviewed and listed above. Dale said DE will need to establish a policy on how many times a pilot course can be reviewed and renewed as a pilot. Dale asked for volunteers to review the next couple of pilot shells. Sarah volunteered to review CJ 002 (KK); and Laura volunteered to review BUS 092 (LS).

Adjournment

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for October 12 in Room 801 from 2:30 p.m. – 4:00 p.m.