



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

October 12, 2015

Room 801

2:30 p.m. – 4:00 p.m.

ATTENDANCE	<p>The Distance Education Committee Meeting was called to order at 2:30 p.m. by Coordinator Dale Crandall-Bear.</p>
1. Review of Minutes (9/28/15)	<p>Members present were Isabel Anderson (LA); Dale Crandall-Bear (DE Coordinator/Chair); Elizabeth Freed (HS); Laura Maghoney (AT&B); Lindsay Padilla (SBS); Svetlana Podkolzina (MS); Sandra Rotenberg (Lib); Lauren Taylor-Hill (SBS); and Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Keydron Guinn (Dean of SBS); Mary Gumlia (COUN); Sarah Nordin (AT&B); Scott Ota (IT); Robin Sytsma (HS); and Barbara Villatoro (MS)</p> <p>Adoption of September 28, 2015 Meeting Minutes: Motion to approve – Svetlana; Seconded – Sandra; Passed – unanimously.</p>
2. Develop a Budget for DE	<p>Prioritize items for a Year One Budget. Dale presented a drafted proposal, as a first year DE budget, and asked for feedback from committee members. Dale reiterated this first year’s budget should be focused on piloting software programs, because the Online Education Initiative (OEI) programs will not be available until the following year.</p> <p>Dale said that <i>Voice Thread</i> is willing to offer the college a three-year partnership program at a reasonable price. The first year would be \$3,000; however, the cost would increase over the next two years. Dale contacted <i>Panopto</i>, <i>Echo 360</i>, and <i>Voice Thread</i> to obtain cost estimates for a pilot program. Dale explained that <i>Panopto</i> and <i>Echo 360</i> are the two leading candidates as lecture capture programs. Camtasia is another consideration. These programs can be used to record a live classroom, your screen, and voice. The recording is then automatically uploaded into their server with just a push of a button. Their server usage accounts for much of their program’s expense. The</p>

recordings can be edited and indexed. Lecture capture programs do not include the hardware needed to make them fully operational. Cameras and microphones will be needed additionally to use with the lecture capture software.

Additional items for consideration include faculty training, accessibility workshops, conferences, and an Instructional Designer position. Committee members discussed and provided feedback on the allotted amount listed for many of the budget items. Lauren suggested that faculty workshops be offered to share information learned at conferences.

Lindsay asked if some type of innovative fund for faculty had been previously mentioned as a budget idea. Dale said an Innovative Grant Fund is a great idea that he could include in the first year's budget. He said the committee will need to explain how the grant would work, how instructors would apply for the grant, and who will make the decisions pertaining to the grant.

Lindsay also asked if there were previous discussions about having a designated space for Distance Education on campus. Dale said there was something mentioned in the Title III proposal, which stated there be a faculty teaching and learning center. Dale said this would be a great place for an Instructional Designer to work and meet with other faculty. It would also be a great place for faculty workshops as well.

Dale proceeded to show committee members a video presentation about *Voice Thread*. Dale said *Voice Thread* integrates within Canvas, and it is a good way to get students talking with one another. Dale said the first year would be piloted with five to seven instructors, but would increase over the next two years. The cost would be approximately \$15,000 per year when the program is in full swing.

Dale said he would add the Innovative Grant Fund to the next meeting agenda, and the committee will discuss the details surrounding a grant for faculty.

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 asked if committee members had an opportunity to look at the OEI Readiness Modules. He shared Mary's comments with committee members regarding the videos. Dale said the committee will need to decide if these should be made mandatory. The other decision is whether or not

students should have to go through the orientation before they can sign up for online classes. Dale asked committee members to go back to their school meetings and present the idea to colleagues to see what they think. He said this would have to be proposed to administration and the Senate if this is what faculty wants.

4. New UI

Demonstration of the new Canvas User Interface for the committee members. The new Canvas UI will be demonstrated at a later meeting due to a time constraint.

5. Course Shell Reviews

ENGL 001 (ML-R)

CJ 002 (KK)

The shells listed above are deferred to the October 26 meeting.

ENGL 004 (CM)

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

BUS 092 (LS)

Faculty member who reviewed the shell listed above recommended the course remain as a pilot and be reviewed again at a later date.

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

Adjournment

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for October 26 in Room 801 from 2:30 p.m. – 4:00 p.m.