



## DISTANCE EDUCATION COMMITTEE

### Adopted Minutes

October 26, 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.

Members present were Isabel Anderson (LA); Dale Crandall-Bear (DE Coordinator/Chair); Elizabeth Freed (HS); Keydron Guinn (Dean of SBS); Mary Gumlia (COUN); Laura Maghoney (AT&B); Sarah Nordin (AT&B); Scott Ota (IT); Lindsay Padilla (SBS); Svetlana Podkolzina (MS); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); Barbara Villatoro (MS); and Carol Zadnik (DE Tech)

Absent/Excused: Sandra Rotenberg (Lib)

#### 1. Review of Minutes (10/12/15)

Adoption of October 12, 2015 Meeting Minutes:

Motion to approve – Sarah; Seconded – Lindsay; Passed – unanimously.

Dale began the meeting by presenting the latest draft for a DE Budget proposal. He pointed out that he added an Online Education Initiative (OEI) Program section with an estimated cost for each program. This section includes online tutoring, online proctoring, anti-plagiarism, online counseling and student services. Dale asked committee members if they had any other suggestions for the budget.

Barbara suggested tablets be added to the laptop listing. Svetlana inquired as to how we would be affected by the use of a tutor program through the OEI. She wanted to know if having an embedded tutor from Solano Community College (SCC) in the online classroom would still be an option. Dale said the use of any OEI programs will be voluntary. Scott mentioned the Academic Success Center will be expanding, and all the on-campus tutoring may be offered through the center.

Dean Guinn asked if marketing of online courses should be a consideration for the budget. Dale said he would make a note regarding marketing and inquire about it. Many committee members discussed how DE might promote and market Canvas as well as the need for more online instructors at SCC.

Committee members shared some concerns from other faculty members as well as positive aspects regarding the Online Education Initiative Exchange Program. Dale said the Exchange will be a free-market program geared to assist students with classes; however, anyone in the exchange will have an opportunity to benefit as well.

Dale will plan to meet with Leslie Minor and Yulian Ligioso to present the drafted DE Budget.

## 2. Voice Thread

**Evaluate this program for a possible pilot project for Spring 2016 semester.** Dale said DE will plan to pilot *Voice Thread* and a lecture capture program for the Spring 2016 semester. Dale said this pilot program will host four or five instructors that teach face-to-face and online sections of the same class.

## 3. Course Shell Reviews (Faculty only)

Dale shared with committee members the list of courses that will need to be reviewed before the November 9 meeting. He asked for volunteers to do course shell reviews for the November 9 meeting. Isabel and Mary will review SOCS 022 (LP). Sarah and Barbara volunteered to review the CJ 011 (KK) course. Dale asked that all committee members review the SOCS 053B (BH) course. Laura and Robin said they would review OT 059 (JL). Dale mentioned there might be an OCED 071 (DB) course to review for the November 23 meeting. If the OCED 071 course is not ready for review, the committee may be able to review it January 2016 as it will be offered as a late start class for the Spring 2016 semester.

### **New Course Proposals:**

NURS 064 (GB)

SOC 040 (LP)

The shells listed above are deferred to the November 9 meeting.

MKT 172 (PC)

DE faculty members proceeded to discuss course concerns. Upon completion of discussions, DE Coordinator Dale Crandall-Bear asked for a motion to approve or disapprove.

Motion to disapprove – Sarah; Seconded – Lindsay

Dale called for a vote to deny course approval.

**VOTE: MOTION TO DENY MKT 172 (PC) COURSE APPROVAL**

Elizabeth Freed	YES
Laura Maghoney	YES
Lindsay Padilla	YES
Svetlana Podkolzina	YES
Lauren Taylor-Hill	YES
Mary Gumlia	YES
Sarah Nordin	YES
Robin Sytsma	YES
Barbara Villatoro	YES
Dale Crandall-Bear	YES

**(0) NO (10) YES (0) ABS MOTION PASSED**

Dale will communicate this decision to the school Dean. He will also contact the instructor and refer him to reviewer comments on the course shell review checklist.

**ENGL 001 (ML-R)**

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

**CIS 022 (MB)**

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

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

**Pilot Course Reviews:**

**CJ 002 (KK)**

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

Committee members accepted the recommendation for the shell reviewed and listed above.

**Adjournment**

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for November 9 in Room 801 from 3 p.m. – 4 p.m.