DISTANCE EDUCATION COMMITTEE
Adopted Minutes
November 23, 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); Scott Ota (IT); Lindsay Padilla (SBS); Svetlana Podkolzina (MS); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); and Carol Zadnik (DE Tech) Absent/Excused: Sarah Nordin (AT&B); Sandra Rotenberg (Lib); and Barbara Villatoro (MS)
1. Review of Minutes (11/9/15)	Adoption of November 9, 2015 Meeting Minutes: Motion to approve – Robin; Seconded – Svetlana; Passed – unanimously.
2. DE Budget Proposal	**Revised budget for committee review.** Dale shared with committee members a few changes he made in the proposed budget. He said the cost for an Instructional Designer was under estimated and had to be increased. The college budgets the percent for release positions as the percent of a full time faculty member's salary. Dale said benefits for an Instructional Designer must be factored in as an expense as well. Dale proposes that the Innovation Grant Fund and Turn it In items be removed from the budget to compensate for the difference of expenditure for an Instructional Designer. Dale chose the Innovation Grant Fund as one option for removal, because this item has not been clarified by the committee. His decision to consider the removal of Turn it In is because the Online Education Initiative has not yet made a decision on what anti-plagiarism program will be used. Allotment for an anti-plagiarism program would come out of the next DE budget.

Dale reiterated that the upcoming conferences should not only stay in the budget proposal, but the committee should start thinking about who should attend the conferences. There is an Online Teaching Conference to be held in San Diego in June 2016; and the OEI will host a conference April 20-22, 2016 in Sacramento. He said he would like to decrease the allotted amount per person to attend a conference while increasing the amount of people that could go.

3. **Job Descriptions: DE Coordinator; Instructional Designer**	**Create new job descriptions for these positions for Spring 2016 hiring (sample job descriptions will be sent to committee members in a separate email).** Dale said there may be two potential positions for hire. One for the DE Coordinator and one for an Instructional Designer. Dale shared his 2011 job description with committee members. He said his position as DE Coordinator expires in May 2016; therefore, a new DE Coordinator will need to be hired in the Spring 2016 semester so that person can train with Dale and Carol. Dale shared job descriptions for Instructional Designers from various colleges. Dale said he would like ideas from committee members for an updated draft of both positions.

The committee began discussions on the DE Coordinator job description. Dale suggested the job description include something about the DE Coordinator being up-to-date and sharing relevant information about the OEI with SCC and faculty. He said the DE Coordinator should also participate in preparation for accreditation. Lindsay mentioned that the budget should be listed as an item to be handled by the DE Coordinator. Dale and members discussed the items that could be removed or reworded in the job description due to the DE Technician position and the possibility of an Instructional Designer position. Lauren questioned the time length of the DE Coordinator's assignment. Most members felt five years is too long to serve as DE Coordinator, but that three years would be more reasonable.

Dean Guinn asked what the difference in duties will be between the DE Coordinator and Instructional Designer positions. Dale said the DE Coordinator will be involved in the policy development of the DE Program, work with the DE Committee, and coordinate the course shell review process. The Instructional Designer's role will involve working at the course level, which will include pedagogy, course design, and course development inside course shells. Dale said the DE Coordinator and Instructional Designer will work as a two-person team with equal status. Committee members agreed that it should be a requirement for both the DE Coordinator and the Instructional Designer to teach online in Canvas each semester of his/her assigned release position. |

Dale and Dean Guinn discussed the possibility of a budgeted stipend equivalent to teaching one course so that the Instructional Designer can be available to faculty during the summer semester.

Carol suggested the Instructional Designer assist faculty with relating SLOs to rubrics and course content. Lindsay liked the terminology used in the Texas State University job description duties that stated the Instructional Designer will coach faculty. Dale liked the description that an Instructional Designer will design media-rich online instructional materials as a job description duty. Dale said a major responsibility of the Instructional Designer's position will be to understand 508 standards and accessibility. Dale said the Instructional Designer would be at the forefront of research, training, and conducting workshops for faculty throughout the year.

Dean Guinn suggested the visibility of information for faculty be enhanced and available online. He stated many adjuncts are not aware of the requirements to teach online classes. Dale suggested that the DE Coordinator and Instructional Designer make decisions on what information is shared with faculty online. Carol would then make it available on the web.

| 4. OEI Tutoring Programs | **Review these programs for Spring 2016 implementation.** Dale announced that Link-Systems International, Inc. (LSI) was awarded the tutoring contract from OEI. One of their components is WorldWideWhiteboard®, which is a platform specifically for tutoring where a tutor and student can collaborate. WorldWideWhiteboard is being offered free of charge through the OEI. SCC will need to supply the tutors. Isabel said this would be a good way to have English faculty offer tutoring to students that are not able to access the reading and writing lab. Dale said a tutoring program should be one of our Spring 2016 semester goals. Dale and Carol will request the license needed for WorldWideWhiteboard. |
| 5. Canvas Shells for all Face-to-Face Classes | Carol explained that there will be a shell created for all classes at solano.instructure.com each semester beginning with the Spring 2016 semester. This may help promote the use of Canvas among other instructors. Carol mentioned there is confusion at times between staff and students as to whether or not course materials are available in Canvas or My Courses. It would be beneficial if one system were utilized as the LMS. Dale said he will send out an email to all the faculty and let everyone know that there is a course shell created for them. He asked that DE Committee members mention it at his/her school meetings as well. He also said it will be important to convey that these |

shells are created in an unpublished default state. Instructors will need to publish his/her shell if they plan to use it. Those instructors that do not plan to use their shell(s) will not need to do anything.

6. Course Shell Review

OT 059 (JL) – affirm pilot approval
Faculty members who reviewed the shell listed above recommended the course be approved with a pilot status.

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 February 8, 2016 in Room 801 from 2:30 p.m. – 4:00 p.m.