



## **DISTANCE EDUCATION COMMITTEE**

### **Adopted Minutes**

**January 23, 2017**

**Room 811**

**2:30 p.m. – 4:00 p.m.**

<b>1. Call to Order</b>	The Distance Education Committee Meeting was called to order at 2:30 p.m. by Interim Chair Sarah Nordin.
<b>2. Roll Call</b>	<p>Members present were Erica Beam (AT&amp;B); Elizabeth Freed (HS); Winifred Hunton-Chan (LA); Glenn Keyser (LA); Sandy Lamba (Dean of SBS); Laura Maghoney (AT&amp;B); Sarah Nordin (Interim Chair/AT&amp;B); Scott Ota (IT); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Erin Duane (Lib); Mary Gumlia (COUN); Svetlana Podkolzina (MS); and Barbara Villatoro (MS)</p> <p>Sarah Nordin requested today's agenda be amended to include an update from Academic Senate President Michael Wyly regarding a DE Coordinator position as well as a request regarding DE procedures.</p>
<b>3. Approval of Agenda (1/23/17)</b>	<p>Sarah asked for a motion to approve the amended agenda.</p> <p>Adoption of January 23, 2017, DE Agenda:</p> <p>Motion to approve – Lauren Taylor-Hill; Seconded – Laura Maghoney; Passed – unanimously.</p>
<b>4. Approval of Minutes (10/24/16 &amp; 11/7/16)</b>	<p>Sarah asked for a motion to approve minutes.</p> <p>Adoption of October 24, 2016, and November 7, 2016, Meeting Minutes:</p> <p>Motion to approve – Robin; Seconded – Laura; Passed – unanimously.</p>
<b>5. Public Comments</b>	There are no public comments.
<b>6. Guests</b>	Guests present were Michael Wyly and David Williams

**DE Coordinator update.** The meeting began with Michael Wyly reporting that the district has given their approval for the revised job description of DE Coordinator as well as the DE Committee's recommendation for 30 percent release time for that position. He stated the revised job description has been sent to the Faculty Association. He stated that he assured the Faculty Association members that the job description had also passed through the Senate.

**DE procedure request.** Michael Wyly shared with DE Committee members that the Curriculum Handbook is going through a periodic update. Michael stated the handbook includes what the Curriculum Committee does to certify a course to be taught online; however, there is no procedural language written in the handbook regarding individual instructor certification by DE. He has combined supported DE documentation and proposes that the procedural language be included as an additional appendix to the Curriculum Handbook. He reiterated that procedures need to be Senate approved and should be easily accessible. This will allow for a periodic evaluation of the DE processes. Michael provided a drafted proposal to committee members and asked that they look over it for approval as an appendix to the Curriculum Handbook.

David Williams addressed the committee next and introduced himself to committee members as a Consultant out of the Vice President of Academic Affairs Office. Sarah proceeded to give David some history regarding Distance Education at Solano Community College. She expressed the need for a DE Coordinator as well as an Instructional Designer for DE. David said he was here to support the efforts of DE.

Carol asked the committee to review a, b, and c, of number five on the third page in the drafted proposal left by Michael Wyly. She stated this material is new language and should be reviewed for accuracy before implementation into the Curriculum Handbook. The committee unanimously agreed that the proposal was fine.

## **7. Discussion/ Action Items**

**Training for new course shell reviewers.** Training was done during the modification of the Course Shell Review Checklist.

**Modification of the Course Shell Review Checklist.** Committee members proceeded to go through each line item of the Course Shell Review Checklist. Barbara suggested by noting in the Google Collaboration that a note to the instructor be added at the top of the checklist. The note will request an instructor to describe his/her plan

for regular instructor initiated contact in section five of the checklist. Members accepted the suggestion and the note was added.

Committee members added the following new items to the checklist:

- The course provides an orientation on how to navigate your online course
- Include a link to the Student Services Page

After much discussion, descriptive information was added to many items to assist faculty with the requirements listed in the checklist. Section five was modified to engage instructors in the review process with his/her own feedback about what tools they plan to use for regular instructor-initiated effective contact as well as how the instructor plans to use the tools. Section six was modified to engage instructors by asking what mechanism they have in place to contact students who are falling behind. Lastly, the word pilot in the checklist was changed to provisional. Carol will begin providing the new checklist moving forward to instructors that request a new course shell review.

#### **8. Pilot Course Shell Review Assignments**

The following committee members agreed to review the shells listed below:

MATH 011 (TG) Lauren & Erica  
RE 164 (AC) Erica & Winifred  
MGMT 191 (MG) Erica & Laura  
CDFS 040 (TS) Lauren & Mary  
CIS 001 (ZC) Erica & Sarah  
KINE 020W (CB) Robin & Elizabeth  
SOC 001 (TJ) Robin & Glenn  
HED 003 (SS) Robin & Elizabeth  
ENGL 001 (ML-R) Winifred & Glenn  
BUS 092 (LS) Sarah & Laura  
ENGL 002 (IA) Winifred & Glenn  
OT 101 (JL) Sarah & Laura  
PLSC 001 (KR) Lauren & Mary  
ENGL 004 (JS) Winifred & Glenn

#### **9. Adjournment**

Sarah asked for a motion to adjourn the meeting.  
Motion to adjourn – Winifred Hunton-Chan; Seconded – Erica Beam.  
The meeting was adjourned at 4 p.m. The next meeting is scheduled for February 13, 2017 in Room 811 from 2:30 p.m. – 4:00 p.m.