



## **DISTANCE EDUCATION COMMITTEE**

### **Adopted Minutes**

**April 25, 2016**

**Room 801**

**2:30 p.m. – 4:00 p.m.**

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#### **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); Mary Gumlia (COUN); Glenn Keyser (LA); Sarah Nordin (AT&B); Scott Ota (IT); Lindsay Padilla (SBS); Svetlana Podkolzina (MS); Sandra Rotenberg (Lib); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); Barbara Villatoro (MS); and Carol Zadnik (DE Tech)

Absent/Excused: Sandy Lamba (Dean of SBS); Laura Maghoney (AT&B); and Jeff Young (substitute Counselor)

The meeting began with concerns from Sarah regarding the minutes from March 21. Sarah expressed that she did not feel the DE Coordinator position should be less than 40 percent release time. She does not feel there will be less work when there are more positions in the DE Program. She also expressed she did not feel the DE Coordinator and Instructional Designer should be the same person.

Dale said the majority of the committee have agreed that both the DE Coordinator and Instructional Designer positions should be funded at 40 percent each. Dale said his immediate concern is that he has no one to work with and hand DE business off to. Dale said the first task for committee members when they meet in August is to elect a Chair for the DE Committee. He said the person that holds the position as Chair needs to be a faculty member as well as a member of the committee. That person will also attend the Academic Senate meetings. The DE Coordinator and the DE Committee Chair do not have to be the same person.

**1. Review of Minutes (3/21/16 & 4/4/16)**

Dale asked for a motion to approve minutes.  
Adoption of March 21, 2016 and April 4, 2016 Meeting Minutes:  
Motion to approve – Sarah; Seconded – Lauren; Passed – unanimously.

**2. Budget Proposal for 2016-2017**

Dale said Distance Education has administration's full support with regard to a DE Budget, and an official budget code has been created for DE. Dale said conferences will be supported and funded. Dale said, according to Yulian Ligioso, all the hardware and software items listed on the DE Budget for 2015/2016 will be approved for purchase as well. All the hardware items will be offered to staff for use through a check-out system, which Carol will develop and maintain. Carol will submit purchase orders for DE.

Dale said he is hoping the Online Education Initiative will be offering some type of anti-plagiarism program next year, and he has estimated a cost for this in the 2016/2017 DE budget. Dale said he listed 300 hours for tutoring through NetTutor, which utilizes the WorldWide-Whiteboard platform that is already in solano.instructure.com. DE will need to develop a system to proportion out the hours for those instructors teaching online that would like to utilize the tutoring services. NetTutor would offer tutoring services by someone proficient in the required subject. Dale said NetTutor is willing to do a webcast training on how the program will work. We would need to schedule the training.

Dale mentioned that Voice Thread is still listed as an item on the budget, and he would like to see a Voice Thread pilot program started next year. A Panopto Pilot Program is listed in the budget for the 2016/2017 fiscal year as well. It is a lecture capture program used for live classroom recordings. The recording can then be uploaded into an instructor's online class. Dale said the full program for a year is very expensive, and he would not recommend the entire expense come out of the DE budget because one would not have to be part of Distance Education to use the lecture capture program. Dale suggested that administration pick up part of the expense for Panopto. Dale recommended this program be piloted in the spring, because DE will need to determine which faculty will be scheduled in the rooms where the cameras will be installed for use with the lecture capture program.

Dale proceeded to share with committee members a Teaching Innovation Grant Program – Proposal he drafted and has been working on the last couple of years. The twenty first-century classroom group, who were instrumental in the design of the twenty first-century classrooms determined the next step would be to train faculty on how

to teach in these classrooms using the new innovative technology. The Innovative Grant Fund Program will help spur both online and face-to-face teaching innovations which can be transferred from one modality to the other. The DE Committee would be the selection committee for three grant award recipients. Each recipient would receive \$3,000 for the next academic year. The grant recipients would come up with a major innovation within his/her teaching utilizing new technology that would be shared with DE for the benefit of online students. Dale mentioned that part of the Teaching Innovation Grant proposal includes a wide range of support. The DE Technician and the Instructional Designer would both be able to support grant recipients.

Lauren asked for an update on those attending the Summer 2016 conferences. Dale said he has not heard who will be attending; however, it is the expectation that those who attend a conference will do a flex workshop later to share what they have learned with other instructors. Glenn asked who would arrange for the flex schedule for Fall 2016. Sarah mentioned the flex schedule for fall would be done by the time instructors have returned from the conferences. Dale agreed that the flex workshops would be scheduled for Spring 2017.

Svetlana asked about the status on BigBlueButton. She wanted to know if a BigBlueButton upgrade would be a budget consideration. Dale asked Svetlana to research the cost of a BigBlueButton upgrade and find out how long recordings can be archived. She agreed to follow-up on it. Dale said it could be added as a budgeted item.

Sandra asked if there might be consideration made to appoint an Interim DE Coordinator to handle these things over the summer until a DE Coordinator is hired. Dale asked if any committee member would like to do that. No one responded. Dale said he would mention the idea to VPAA Minor. Scott asked if the DE Coordinator position was taken out of the budget. Dale stated the DE Coordinator position was never in the budget. The DE Coordinator was a pre-existing position.

### **3. Online Student Survey**

Committee members reviewed the Online Student Survey results and expressed disappointment that there was so little participation by the online student body. Dale suggested the committee coordinate with the Research and Planning Department on future surveys so that faculty can announce it to their online students and increase the number of survey responses. Dale said he will send Carol the previous survey results so the DE Committee can do comparisons on the two surveys. Sandra said it would be better to announce the survey and list

the link for it in Canvas. Scott agreed and said many students do not regularly check their MySolano email.

**4. Student Orientations**

Dale asked the committee for suggestions on how they would like for a mandatory student orientation to be structured. Dale asked for some examples like how many modules would be wanted, what exactly the committee would want the students to do, or if any of the OEI Interactive Tutorials should be incorporated. Dale said the committee needs to figure out how much of the mandatory orientation will be from OEI materials, how much will come from Mary's orientations, and how much will be created as new. Glenn volunteered to assist Carol with the orientation project over the summer.

**5. Course Shell Review**

ENGL 021 (EF)

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

Dale asked for a motion to approve the new online course listed above with a pilot status:

Motion to approve – Isabel; Seconded – Glenn; Passed – unanimously.

**Adjournment**

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for August 22, 2016 in Room 811 from 2:30 p.m. – 4:00 p.m.