



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

August 22, 2016

Room 811

2:30 p.m. – 4:00 p.m.

ATTENDANCE	<p>The Distance Education Committee Meeting was called to order at 2:37 p.m. by Michael Wyly.</p> <p>Members present were Elizabeth Freed (HS); Winifred Hunton-Chan (substitute LA); Laura Maghoney (AT&B); Sarah Nordin (AT&B); Scott Ota (IT); Svetlana Podkolzina (MS); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); and Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Isabel Anderson (LA); Mary Gumlia (COUN); Glenn Keyser (LA); Sandy Lamba (Dean of SBS); Lindsay Padilla (SBS); Barbara Villatoro (MS); and Jeff Young (substitute Counselor)</p>
1. Introductions	<p>The meeting began with Michael Wyly introducing himself as the Academic Senate President and temporary acting DE Committee Chair.</p> <p>Michael asked for a motion to approve the agenda. Adoption of August 22, 2016 DE Agenda: Motion to approve – Sarah Nordin; Seconded – Lauren Taylor-Hill; Passed – unanimously.</p>
2. Review of Minutes (4/25/16)	<p>Michael asked for a motion to approve minutes. Adoption of April 25, 2016 Meeting Minutes: Motion to approve – Lauren Taylor-Hill; Seconded – Robin Sytsma; Abstain – Michael Wyly. All members approved the minutes for April 25 with one abstention.</p> <p>Michael presented a slide show on the Brown Act and discussed it with committee members. He explained that the Brown Act is a public information act, and explained that any actions or conversations by elected officials such as the SCC Governing Board must gather and come to a consensus in a public venue. This also applies to all subcommittees like the Academic Senate, which serve under the</p>

Governing Board, as well as subcommittees of the Academic Senate like Distance Education.

Michael explained that Title V and Ed Code allow DE committee members the power to review curriculum along with the authority to approve or deny curriculum. Title V and Ed Code also allow faculty the authority over academic and professional matters. He said that 10+1 refers to the eleven items under faculty purview in Title V. AB 1725 is the name of the bill that constitutes the participatory Governance model that we now have in the State of California.

Michael explained in Ed Code the purview of curriculum falls under the Academic Senate. He said the difference between Ed Code and Title V is that Ed Code can only be changed through legislature; therefore, Ed Code will always trump Title V language. Title V language can be changed by the Board of Governors.

Solano Community College District Board Policy 2005 delegates authority to all entities under the participatory governance model, which is where by law the Board of Trustees had to approve Academic Senate over curriculum as well as 10+1. The Board made the choice that policy and procedures which fall under Senate purview must be developed and ratified in collegial consultation with the Academic Senate or its appointees. Collegial consultation means an actual process in which parties must come to a mutual agreement, which is also defined in Title V. Therefore, the college is obligated to have faculty leadership in matters of Distance Education and Curriculum. Any procedural changes that DE would like to make would have to go through the Senate first.

Michael proceeded to explain the details regarding Brown Act to committee members. Any committee or task force arriving at any consensus with an ongoing charge of action and appointed by the Board is beholden to the Brown Act. Consensus of business must take place during a scheduled open public meeting.

The Brown Act stipulates that agendas must be accessible to the public 24/7 in a non-electronic area and posted 72 hours in advance of the scheduled meeting. Agendas and minutes should also be posted on the web with public accessibility so that ACCJC standards are met. Michael stated a meeting agenda should have public comments listed as an agenda item. Agenda items should include a description. The order of agenda items can be changed or struck off, but action cannot be taken on items that are not included on an agenda.

All votes taken at a meeting are open. Split votes must indicate who voted yes and who voted no. Names should be listed for abstentions, and abstentions count as a no vote. Secret elections cannot be conducted, and members must own his/her vote. Meeting handouts must be supplied to any member of the public requesting a copy. Meetings must be held in the area that members serve. Meetings that are scheduled and posted for the public may not be cancelled. Action items of business cannot be conducted at a meeting without a quorum as a quorum is needed to approve the agenda.

Michael concluded his presentation on the Brown Act and said he would email it to committee members.

**3. DE Committee
Chair**

Michael said he believes it is important to have a committee Coordinator who also Chairs the committee meetings so he/she is compensated for the position. He asked if any members were interested in serving as Interim Chair over the DE Committee. Sarah Nordin volunteered to serve. Michael Wyly said Sarah Nordin is appointed by acclamation.

4. DE Coordinator

Michael updated the committee on the status of applicants for DE Coordinator by informing members that no one has applied for the position to date. He commented that one person applied for the Instructional Designer position. Committee members questioned the postings of both positions at 20 percent release time. Michael said it was the understanding of Academic Affairs that Dale Crandall-Bear, the previous DE Coordinator, implied the DE Coordinator position did not need to be 40 percent release time. Michael explained the DE Coordinator position and the Instructional Designer position fall under the Collective Bargaining Agreement (CBA), and therefore the District has the right to determine the amount of release time for the position. He said that the college can supersede the committee's decision to have the DE Coordinator and Instructional Designer position be a 20 percent release position. Michael said he would take the committees' concerns as to why they feel the two positions should be 40 percent each to the Academic Senate.

Michael asked the committee, on behalf of Academic Affairs, what their opinion is with regard to having one person fulfill both positions at a total of 40 percent. Committee members expressed that they do not feel 40 percent release time is enough for both positions. Michael asked if committee members would allow a modification to the DE Coordinator job qualifications to include adjunct faculty applicants.

Sarah expressed that she felt there would be full time applicants for a DE Coordinator as a 40 percent release time position. Sarah suggested the position be opened to adjunct faculty if there were no full time applicants for DE Coordinator at 40 percent release time. The committee agreed to a split motion proposal. Michael stated, as acting Chair of the committee, that he would only participate in the vote in the event of a tie.

The first motion is that the committee asks that the DE Coordinator position be reposted for full time faculty at 40 percent release time. Motion to approve – Sarah Nordin; Seconded – Lauren Taylor-Hill; Passed – unanimously.

The second motion is that the committee agrees the DE Coordinator position be opened for adjunct faculty applicants provided no full time faculty apply after ten days posted at 40 percent release time. Motion to approve – Sarah Nordin; Seconded – Lauren Taylor-Hill; Passed – unanimously.

**5. Course Shell
Review
Assignments**

Michael asked for two volunteers to review each new course shell submitted. Winifred and Elizabeth volunteered to review the ENGL 002 (BH) shell. Robin offered to review MUSC 008 (KK) and MUSC 013 (KK). Laura said she would review the two music shells with Robin. Lauren and Sarah volunteered to review the ART 011 (FF) shell.

Adjournment

Michael asked for a motion to adjourn the meeting. Motion to adjourn – Sarah; Seconded – Elizabeth. The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for September 12, 2016 in Room 811 from 2:30 p.m. – 4:00 p.m.