



## DISTANCE EDUCATION COMMITTEE

### Approved Minutes

September 12, 2016

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>	Members present were Elizabeth Freed (HS); Mary Gumlia (COUN); Winifred Hunton-Chan (substitute LA); Sandy Lamba (Dean of SBS); Laura Maghoney (AT&B); Sarah Nordin (Interim Chair/AT&B); Scott Ota (IT); Svetlana Podkolzina (MS); Robin Sytsma (HS); Lauren Taylor-Hill (SBS); Barbara Villatoro (MS); and Carol Zadnik (DE Tech)  Absent/Excused: Isabel Anderson (LA); Glenn Keyser (LA); Lindsay Padilla (SBS); and Jeff Young (substitute Counselor)
<b>3. Approval of Agenda (9/12/16)</b>	Sarah asked for a motion to approve the agenda. Adoption of September 12, 2016 DE Agenda: Motion to approve – Laura Maghoney; Seconded – Robin Sytsma; Passed – unanimously.
<b>4. Approval of Minutes (8/22/16)</b>	Sarah asked for a motion to approve minutes. Adoption of August 22, 2016 Meeting Minutes: Motion to approve – Lauren Taylor-Hill; Seconded – Elizabeth Freed; Passed - unanimously.
<b>5. Public Comments</b>	There are no public comments.
<b>6. Discussion of DE Coordinator</b>	<b>Release time from 20% back to 40%.</b> Sarah said the last budget proposal had a 40 percent release time position in it for an Instructional Designer. Sarah said she would email a copy of the budget to all the committee members. Sarah said the committee needs to submit ideas on why they feel this position should be 40 percent.  Barbara said the training process needs to be improved for new faculty who want to teach online. Barbara pointed out that this training could

take an Instructional Designer a significant amount of hours if the DE Committee makes this training mandatory for faculty.

Dean Lamba said Dale Crandall-Bear indicated that a DE Coordinator position would not need to be at 40 percent release time with Carol's position and an Instructional Designer position at 40 percent release time. He said the best approach is to let the job description dictate the amount of release time needed for the position. Sarah suggested the committee review the job descriptions. Lauren reminded the committee that the Exchange is coming, and the college could lose enrollments if the training is not there for faculty and the college does not participate in the Exchange.

Sarah said she would like to see more flex training for new Canvas items done by a DE Coordinator. Lauren asked if requesting a DE Coordinator position at 30 percent release time is an option. Sarah reiterated that DE is a program to help faculty and students succeed. Sarah suggested 30 percent release time might be a good compromise. She plans to get a copy of the job descriptions for committee members to review at the next DE meeting. Sarah suggested this topic be tabled for further discussion at the next meeting after more information has been gathered.

Sarah Nordin asked for a motion to table the topic of DE Coordinator to the next meeting:

Motion to table – Mary Gumlia; Seconded – Barbara Villatoro; Passed – unanimously.

#### **7. Discussion of DE Committee**

**Support from Administration-budget, recommendations, etc.** Sarah asked committee members for their ideas on how the DE program might obtain more support from administration. After much discussion the committee came up with a list of items, which Sarah will transpose to present to Michael Wyly. Michael Wyly will pass the list of items to administration. Dean Lamba suggested that he might advance some ideas forward to administration as well provided it falls within proper protocol.

#### **8. Discussion of Summer Activities**

**Conferences, training, etc.** Sarah asked who attended workshops over the summer. Carol said that she and Ruth Fuller attended the Canvas Conference. Carol said many of the workshops will be provided by recorded video. She mentioned the best workshop she attended was on the future changes that will be implemented to Canvas quizzes. Carol said she intends to make the workshop videos available to faculty by link in the next DE Bulletin. Carol mentioned that Ruth said the

workshop on the Canvas gradebook was good as well. Svetlana commented that “maybe we could make more emphasis on online participation in online conferences in order to save the college money.”

Lauren Taylor-Hill, Jeanette McCarthy, and Michelle Arce attended the conference in San Diego. Carol spoke with Jeanette, who said the Online Teaching Conference in San Diego was very good, and she would be willing to give a workshop later for flex. Lauren enjoyed the conference, and said she would be willing to give a flex workshop as well. Carol mentioned that she has a volunteer who is willing to give a workshop on Office Mix as well as a volunteer who is willing to give a workshop on Camtasia.

## 9. Canvas Updates

**Syllabus visibility.** Carol explained that by enabling a specific course level setting, instructors could supply his or her students with a link to share the course syllabus before classes begin. Students would not be able to access any other course content. Carol asked committee members to consider having the syllabus link added to the Canvas Courses List that is provided through the online class page before the beginning of each new semester, or ask instructors to include the link in his or her welcome message to students at the beginning of each semester. Committee members decided to motion this item for the next DE agenda for action.

Sarah Nordin asked for a motion to include syllabus visibility on the September 26 DE agenda for action:

Motion to include on next agenda – Barbara Villatoro; Seconded – Laura Maghoney; Passed – unanimously.

## 10. Course Shell Reviews

MUSC 013 (KK)

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

Sarah Nordin asked for a motion to accept the shell listed above with a pilot status pending changes:

Motion to accept – Robin Sytsma; Seconded – Laura Maghoney; Passed – unanimously.

MUSC 008 (KK)

Faculty members who reviewed the shell listed above recommended the course be denied approval.

Sarah Nordin asked for a motion to deny approval for the shell listed above:

Motion to deny – Winifred Hunton-Chan; Seconded – Lauren Taylor-Hill; Passed – unanimously.

ART 011 (FF)

Faculty members who reviewed the shell listed above recommended the course be approved with a pilot status pending recommended changes. Committee members accepted the recommendations for the ART 011 (FF) shell reviewed and listed above.

ENGL 002 (BH)

The shell listed above is deferred to the September 26 meeting.

Sarah Nordin asked for a motion to review the current course listed above:

Motion to review – Barbara Villatoro; Seconded – Lauren Taylor-Hill; Passed – unanimously.

Sarah Nordin will contact the instructors to advise them of the course shell review decisions.

**11. New Course Shell  
Review  
Assignments**

Sarah asked for two volunteers to review each new course shell submitted. Winifred volunteered to review LR 010 (AL), ENGL 002 (ML-R), and ENGL 001 (MG). Sarah said she would review the LR 010 (AL) shell with Winifred. Barbara volunteered to review the ENGL 002 (ML-R) shell. Laura will review the ENGL 001 (MG) shell. Barbara and Robin volunteered to review the OT 063 (JL) shell.

**12. Adjournment**

Sarah asked for a motion to adjourn the meeting.

Motion to adjourn – Lauren Taylor-Hill; Seconded – Barbara Villatoro.

The meeting was adjourned at 4:00 p.m. The next meeting is scheduled for September 26, 2016 in Room 811 from 2:30 p.m. – 4:00 p.m.