



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

September 26, 2016

Room 811

2:30 p.m. – 4:00 p.m.

1. Call to Order	The Distance Education Committee Meeting was called to order at 2:30 p.m. by Interim Chair Sarah Nordin.
2. Roll Call	<p>Members present were Michelle Arce (SBS); Erin Duane (Lib); 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)</p> <p>Absent/Excused: Isabel Anderson (LA); Glenn Keyser (LA); Lindsay Padilla (SBS); and Jeff Young (substitute Counselor)</p>
3. Approval of Agenda (9/26/16)	<p>Sarah asked for a motion to approve the agenda.</p> <p>Adoption of September 26, 2016 DE Agenda:</p> <p>Motion to approve – Svetlana Podkolzina; Seconded – Dean Lamba; Passed – unanimously.</p> <p>Svetlana Podkolzina requested her comment “maybe we could make more emphasis on online participation in online conferences in order to save the college money” be added to number 8 of the DE minutes for September 12. This comment was added per Svetlana’s request.</p>
4. Approval of Minutes (9/12/16)	<p>Sarah asked for a motion to approve minutes.</p> <p>Adoption of September 12, 2016 Meeting Minutes:</p> <p>Motion to approve – Svetlana Podkolzina; Seconded – Lauren Taylor-Hill; Passed - unanimously.</p>
5. Public Comments	There are no public comments.

6. Guests	<p>Guests present were: Superintendent-President Celia Esposito-Noy; Academic Senate President Michael Wyly; SCFA Vice President Karen Cook; and Erica Beam, who is with the School of Applied Technology and Business.</p>
7. Action Items	<p>Syllabus visibility – feature use. Sarah Nordin asked for a motion for this item be tabled and listed on a future DE Agenda for action: Motion to include on future agenda – Barbara Villatoro; Seconded – Svetlana Podkolzina; Passed – unanimously.</p>
8. Discussion/ Information Items	<p>Support from Administration – listed items. Michael Wyly addressed the committee regarding their listed concerns. The list was presented to the Superintendent-President, Vice President of Academic Affairs, and the President of the Faculty Association. Michael conveyed in the meeting that there is a consensus among the DE Committee regarding the DE Coordinator job description and the release time for the position. The committee does not feel this position should only be 20 percent release time. The description and/or the amount of release time need to be addressed. Michael expressed the committee’s feeling of necessity for a DE Coordinator. He prioritized the position with OEI, accreditation, faculty training, and program management in mind.</p> <p>Michael addressed item one on the list stating that the Senate should define and clarify faculty commitment to committees, which would include the clarification on the number of committee participants from each school. Michael said he would send Sarah the Senate bylaws and constitution so that there is time to accommodate any committee suggestions for change on this topic before an updated version is ratified later this academic year.</p> <p>DE Coordinator & Instructional Designer – job description review. Superintendent-President Celia Esposito-Noy addressed the committee regarding release time. She said that she is evaluating the way release time positions are being used at SCC. She said release time should meet the current needs. President Esposito-Noy asked committee members what they feel are the current needs of Distance Education with regard to support in release time positions.</p> <p>Sarah said DE has grown since 2000. She said the DE Coordinator should train faculty especially in preparation for the Exchange, which will have more rigorous requirements.</p>

President Esposito-Noy suggested that job descriptions for release time positions be reviewed year-to-year for changes. Evaluation of duties and the scope of the work should be appropriate to the position. She asked the committee to look at both the DE Coordinator and the Instructional Designer job descriptions to identify items that might not belong to that position. She mentioned that administrative or manager tasks include managing a budget and supervising responsibilities. Curriculum and teaching would fall under the responsibility of faculty.

Barbara said reasons for requesting a 40 percent release time position for an Instructional Designer included two large projects. One project being the creation of a mandatory online student orientation. The second project would be to improve and recreate the faculty online training courses. Faculty would also be required to meet one hour with the Instructional Designer for help and suggestions with his/her course shell, which would reduce the chance of denial by the DE committee reviewing the shells. Barbara said another consideration for the Instructional Designer position is to offer flex activities with faculty training.

President Esposito-Noy stated she would prefer to build release time positions around projects which may vary from year-to-year depending on what is needed. Carol mentioned the mandatory online student orientation is an example of a task in her job description. President Esposito-Noy stated that Carol's job description should be reviewed and compared as well so as not to duplicate duties between the three positions.

Michael asked committee members if there are other considerations that might allow adjunct faculty an opportunity to be eligible for the DE Coordinator position. President Esposito-Noy reiterated that SCC wants the most skilled individuals who are willing to do the work to have that opportunity. She asked committee members to discuss the positions and think about them more broadly. She concluded by asking members to consider different options and scenarios that might work for Distance Education.

Sarah introduced Karen Cook as the Vice President of SCFA. Karen conveyed to faculty committee members that the union will support what the DE Committee recommends with regard to release time and who may apply for the position of DE Coordinator and Instructional Designer.

Sarah introduced Erica Beam with the School of Applied Technology and Business. Erica offered to demonstrate *Trello* to the committee at the next meeting. She said *Trello* can be used to help organize tasks and duties in the evaluation process of the job descriptions.

Scott Ota – Canvas button on Solano homepage. Scott said he received a request to put a direct link to Canvas on the Solano homepage. Members discussed this topic a bit, but had to table the item for future discussion due to time constraints.

Training for new reviewers. This topic is tabled for discussion at a future meeting.

Policy for pilot courses. This topic is tabled for discussion at a future meeting.

Status of Dean serving on DE Committee – voting rights. Sarah addressed the committee by saying there is no reason why Dean Lamba cannot vote on committee items with the exception of course shell reviews. Sarah Nordin asked for a motion to allow any Dean serving on the DE Committee voting rights. Motion to allow Deans the right to vote – Elizabeth Freed; Seconded – Winifred Hunton-Chan; Passed – unanimously.

9. Course Shell Reviews

ENGL 002 (BH)

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

LR 010 (AL)

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

ENGL 002 (ML-R)

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

ENGL 001 (MG)

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

OT 063 (JL)

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

Committee members accepted recommendations made for the shells reviewed and listed above. Sarah Nordin will contact the Deans and Instructors to advise them of the course shell review decisions.

**10. New Course Shell
Review
Assignments**

Sarah asked for two volunteers to review each new course shell submitted. Mary volunteered to review LR 010 (TM). Winifred volunteered to review all LR 010 and ENGL shells submitted. Barbara will review LR 010 (MV-B) with Winifred. Robin and Laura will review PSYC 020. Michelle volunteered to review PLSC 001 (DC). The committee members asked that Lauren review PLSC 001 (DC).

11. Adjournment

Sarah asked for a motion to adjourn the meeting.
Motion to adjourn – Elizabeth Freed; Seconded – Barbara Villatoro.
The meeting was adjourned at 4:15 p.m. The next meeting is scheduled for October 10, 2016 in Room 811 from 2:30 p.m. – 4:00 p.m.