



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

November 7, 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	Members present were Michelle Arce (SBS); Erica Beam (AT&B); Erin Duane (Lib); Elizabeth Freed (HS); Mary Gumlia (COUN); Winifred Hunton-Chan (substitute LA); Glenn Keyser (LA); Sandy Lamba (Dean of SBS); Laura Maghoney (AT&B); Sarah Nordin (Interim Chair/AT&B); Svetlana Podkolzina (MS); Robin Sytsma (HS); Barbara Villatoro (MS); and Carol Zadnik (DE Tech) Absent/Excused: Isabel Anderson (LA); Scott Ota (IT); Lindsay Padilla (SBS); Lauren Taylor-Hill (SBS); and Jeff Young (substitute Counselor)
3. Approval of Agenda (11/7/16)	Sarah asked for a motion to approve the agenda. Adoption of November 7, 2016 DE Agenda: Motion to approve – Erin Duane; Seconded – Elizabeth Freed; Passed – unanimously.
4. Public Comments	There are no public comments.
5. Discussion/ Information Items	Training for new course shell reviewers. Sarah advised committee members that we would have the training for new course shell reviewers at the January 23, 2017, DE meeting. Carol suggested the committee edit the checklist at the same time. She said some items on the checklist need to be more clearly defined and provide additional information for instructors. Policy and Procedure for Pilot courses. Sarah presented a draft on policy and procedures for pilot courses to committee members. Committee members discussed and agreed that the draft needed more specific language. Glenn offered to work on the draft and present it at the next DE meeting.

Procedure for checking out DE equipment. Carol advised the committee that she had received the Dell Laptops that were ordered for Distance Education from the IT Department. She also has the Logitech Webcams and the RodeLink Filmmaker Microphones. She said she created a sign in and sign out sheet for the equipment. Carol suggested faculty be able to sign the equipment out for 30 days at a time. Committee members agreed that 30 days would be a good length of time.

Committee members discussed and came up with the following list of requirements that faculty must meet in order to check out and use DE equipment:

- faculty must have completed the four Online Canvas Training Courses
- faculty must be teaching online or be actively developing an online shell for review
- faculty must be using the equipment to enhance his/her course with audio, video content, or create closed captioning for media content

Canvas button on Solano Homepage. This topic was deferred to a later meeting when Scott will be present.

6. Course Shell Reviews

Committee members proceeded to discuss the course shells they reviewed.

COUN 007 (NM)

The shell listed above was not ready to be reviewed by committee members.

LR 010 (TM)

ACCT 001 (EB)

Faculty members who reviewed the shells listed above recommended the courses be approved with a pilot status.

LR 010 (MV-B)

NURS 064 (MM)

Faculty members who reviewed the shells listed above recommended the courses be approved as Final.

ENGL 001 (ZR)

ENGL 004 (BH)

MUSC 005 (KJ)

Faculty members who reviewed the shells listed above recommended the courses be denied approval.

There was a motion to accept all recommendations on course shell reviews listed above.

Motion to accept decisions – Winifred Hunton-Chan; Seconded – Glenn Keyser; Passed – unanimously.

**7. New Course Shell
Review
Assignments**

Sarah asked for a volunteer to review ENGL 002. Winifred said she would take the ENGL 002 shell. Barbara volunteered to review the PHYS 010 and the ASTR 010 shell. Svetlana said she would review those two shells as well with Barbara. Robin and Laura volunteered to review the KINE 005C shell. Sarah and Laura said they would review the BUS 005 shell together. Carol suggested all reviewers be put in the BUS 005 shell to review it. Glenn said he could review CIS 001 and ENGL 002. Mary said she would review RE 164 and CIS 001. Winifred volunteered to review RE 164 with Mary.

8. Adjournment

Sarah asked for a motion to adjourn the meeting.

Motion to adjourn – Glenn Keyser; Seconded – Winifred Hunton-Chan.

The meeting was adjourned at 3:45 p.m. The next meeting is scheduled for November 14, 2016 in Room 811 from 2:30 p.m. – 4:00 p.m.