



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

November 14, 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 Erica Beam (AT&B); 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); Lauren Taylor-Hill (SBS); Barbara Villatoro (MS); and Carol Zadnik (DE Tech) Absent/Excused: Isabel Anderson (LA); Michelle Arce (SBS); Erin Duane (Lib); Scott Ota (IT); Lindsay Padilla (SBS); and Jeff Young (substitute Counselor)
3. Approval of Agenda (11/14/16)	Sarah asked for a motion to approve the agenda. Adoption of November 14, 2016 DE Agenda: Motion to approve – Lauren Taylor-Hill; Seconded – Elizabeth Freed; Passed – unanimously.
4. Public Comments	There are no public comments.
5. Discussion/ Action Items	Policy and Procedure for Pilot courses. Glenn provided the committee members with a draft he put together of a Pilot Program Instructor Terms Agreement. The committee members spent much time discussing the language of the agreement. The suggestion was made to change the agreement name to the “ <i>Distance Education Provisional Course Agreement.</i> ” The committee discussed changing the word pilot to provisional. Committee members agreed that both suggestions were preferred. Committee members decided the new <i>Distance Education Provisional Course Agreement</i> would not be used for courses that are currently on the Canvas Approval List with a pilot status. The agreement will be used to send to instructors who submit new courses

that the committee approves with a provisional status. Instructors will need to sign and return the *Distance Education Provisional Course Agreement* to the DE Technician within five days of receipt.

The committee discussed when a provisional course should be reviewed again for final status or denial. Committee members decided that a provisional course should be reviewed between week six and week twelve of the semester in which the course is initially taught with summer and short-term review time lines adjusted accordingly. They also discussed the time frame in which denied courses could be resubmitted for review as a new course. Committee members agreed that denied courses could not be resubmitted during the same term as the original review. Denied courses would need to be resubmitted as a new course in a future term.

Committee members went through the entire agreement modifying and proofing it together. Sarah Nordin asked for a motion to approve and send the Distance Education Provisional Course Agreement to Michael Wyly to present to the Academic Senate as part of the DE Program.

Motion to approve and send agreement to the Academic Senate – Barbara Villatoro; Seconded – Dean Sandy Lamba; Passed – unanimously.

6. Course Shell Reviews

CIS 001 (JS)

Faculty members who reviewed the shell listed above recommended the course be approved as Final.

ENGL 002 (MG)

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

PHYS 010 (PP)

ASTR 010 (PP)

KINE 005C (KM)

BUS 005 (PC)

RE 164 (AC)

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

Sarah Nordin called for a motion to accept all recommendations on course shell reviews listed above.

Motion to accept decisions – Winifred Hunton-Chan; Seconded – Laura Maghoney; Passed – unanimously.

**7. Pilot Course Shell
Review
Assignments**

The following committee members agreed to review the shells listed below:

HIST 017 (NP) – Lauren & Robin

HIST 018 (NP) – Glenn & Mary

SOC 001 (LP) – review cancelled and removed from pilot approval list

THEA 011 (CS) – Winifred & Laura

Carol announced that Canvas Commons would be enabled in solano.instructure.com in January 2017. Carol asked Erica Beam if she would give a presentation on Canvas Commons to the committee at the December 5 meeting and she agreed to do so.

The meeting was concluded with committee members discussing the use of the first DE meeting in January to train new reviewers and to utilize that time to modify the Course Shell Review Checklist as well.

8. Adjournment

Sarah asked for a motion to adjourn the meeting.

Motion to adjourn – Elizabeth Freed; Seconded – Laura Maghoney.

The meeting was adjourned at 4:15 p.m. The next meeting is scheduled for December 5, 2016 in Room 811 from 2:30 p.m. – 4:00 p.m.