



DISTANCE EDUCATION COMMITTEE

Adopted Minutes

February 27, 2017

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 (LA); Glenn Keyser (LA); Laura Maghoney (AT&B); Sarah Nordin (Interim Chair/AT&B); Svetlana Podkolzina (MS); Lauren Taylor-Hill (SBS); and Carol Zadnik (DE Tech) Absent/Excused: Erin Duane (Lib); Sandy Lamba (Dean of SBS); Scott Ota (IT); Robin Sytsma (HS); and Barbara Villatoro (MS) Sarah Nordin requested today's agenda be amended to include some information provided by Carol Zadnik. Lauren Taylor-Hill asked that she be given some time to speak. Erica Beam asked that the topic of shell reviews be amended to the agenda as well. Sarah agreed to all requests.
3. Approval of Agenda (2/27/17)	Sarah Nordin asked for a motion to approve the amended agenda. Adoption of February 27, 2017 DE Agenda: Motion to approve – Erica Beam; Seconded – Laura Maghoney; Passed – unanimously.
4. Approval of Minutes (11/14/16)	Sarah Nordin asked for a motion to approve minutes. Adoption of November 14, 2016 Meeting Minutes: Motion to approve – Lauren Taylor-Hill; Seconded – Erica Beam; Passed – unanimously.
5. Public Comments	There are no public comments. Erica requested that committee members be loaded into the course shells just a couple days before the review must be done. This will allow the instructor that is being reviewed more time to add his/her

comments to the Course Shell Review Checklist before the review. Erica mentioned that committee members are also receiving messages from students who are in the course shells that are being reviewed. Committee members liked the idea and agreed it would be best to be loaded just a few days before the review is due.

Lauren proceeded with a list of DE concerns brought up by faculty at her SBS Division meeting. Some of the discussion items included Instructor of Record input, clarity in appeal process, administrative assistant role, checklist assessment tool, and best practices versus ADA compliance. The Chair solicited the feedback from the SBS Division meeting be emailed to her, and she will forward the information to the Academic Senate President Michael Wyly.

Carol shared with committee members the color contrast checker and hex color code link that she added to the SCC Faculty FAQs page. She demonstrated how to use the color contrast checker and explained how this feature will be useful to check any foreground and background colors used on a Canvas page and make sure it passes the Web Content Accessibility Guideline (WCAG).

Carol proceeded to share a new Canvas feature called the Student Context Card with committee members. This feature makes quick access of student specific grades and analysis. Carol also demonstrated how faculty can now personalize his/her course card with a picture.

6. Course Shell Reviews

ENGL 002 (IA)

THEA 010 (CS)

The shells listed above are deferred to the March 13 meeting.

ENGL 002 (ML-R)

MKT 174 (PC)

MUSC 013 (KK)

ENGL 002 (BH)

LR 010 (TM)

BUS 018 (MD)

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

KINE 005C (KM)

RE 172 (AC)

LR 010 (AL)

PSYC 020 (SC)

LR 010 (AR)

OT 064 (JL)
ACCT 001 (EB)
OT 059 (JL)
Faculty members who reviewed the shells listed above recommended the courses be approved as Final.

Sarah Nordin called for a motion to accept all recommendation on course shell reviews listed above.
Motion to accept – Erica Beam; Seconded – Winifred Hunton-Chan;
Passed – unanimously.

**7. New Course Shell
Review
Assignments**

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

ENGL 002 (PO) Glenn & Winifred
SOCS 030 (SM) Winifred & Lauren
KINE 005C (DW) Robin & Elizabeth
DRFT 058 (CJ) Sarah & Laura
SOC 001 (TJ) Sarah & Lauren
CDFS 040 (TS) Robin & Lauren

**8. Pilot (Provisional)
Course Shell
Review
Assignments**

CIS 055 (BS) Laura & Erin
ACCT 001 (SB) Erica & Winifred
NURS 064 (GB) Elizabeth & Mary
CJ 011 (KK) Sarah & Mary
OT 061 (JL) Erica & Laura

9. Adjournment

Sarah Nordin asked for a motion to adjourn the meeting.
Motion to adjourn – Glenn Keyser; Seconded – Lauren Taylor-Hill.
The meeting was adjourned at 4:15 p.m. The next meeting is scheduled for March 13, 2017, in Room 811 from 2:30 p.m. – 4:00 p.m.