



## Distance Education Committee

### Adopted Minutes

March 2, 2018

Room 505

10:30 a.m.-12:30 p.m.

<b>1. Call to Order</b>	The Distance Education Committee Meeting was called to order at 10:35 a.m. by Coordinator Erica Beam.
<b>2. Roll Call</b>	Members present were Isabel Anderson (LA); Erica Beam (DE Coordinator/Chair); Elizabeth Freed (HS); Glenn Keyser (LA); Oanh Lam (MS); Sandy Lamba (Dean of SBS); Ashlie Lawson (COUN); Katherine Luce (Lib); Laura Maghoney (AT&B); Sarah Nordin (AT&B); Scott Ota (IT); Svetlana Podkolzina (MS); Rachel Purdie (SBS); Kerri Ryer (SBS); and Carol Zadnik (DE Tech)  Absent/Excused: Robin Sytsma (HS)
<b>3. Approval of Agenda (3/2/18)</b>	Erica Beam asked for a motion to approve the amended agenda. Adoption of March 2, 2018, DE Agenda: Motion to approve – Sarah Nordin; Seconded – Laura Maghoney; Passed – unanimously.
<b>4. Approval of Minutes (2/2/18)</b>	Erica shared with committee members the comments emailed by the Vice President of Academic Affairs, David Williams, regarding the February 2, 2018, meeting minutes. She asked members if there were any suggested changes to the minutes or if they were prepared to approve as transcribed.  Erica Beam asked for a motion to approve minutes. Adoption of February 2, 2018, Meeting Minutes: Motion to approve – Sarah Nordin; Seconded – Ashlie Lawson; Passed – unanimously.
<b>5. Public Comments</b>	There were no public comments.

**6. Information Items:**

*a. Fall meetings*

Erica asked if there were any members that would not be able to attend DE meetings if the meetings were on Fridays from 10:30 a.m. – 12:30 p.m. during the Fall 2018 semester. Elizabeth mentioned it might be difficult to have DE representation from the Nursing Department in the fall with that schedule. Isabel mentioned she would be teaching during that time, but she has two potential replacements. Erica mentioned that there are several other committees that meet on Friday afternoons and having the DE meeting on Friday mornings is working out well thus far. Erica asked the committee to be prepared to vote on this topic at the next meeting.

*b. Fall Shell approval deadline*

Erica would like to adopt shell deadlines and meetings for DE that align with Solano’s curricular process. She stated that “in the fall we would be approving spring shells and we would also start the deadline for summer and fall.” This will provide a year-to-year schedule that aligns with the curriculum process. Erica asked the committee to be prepared to vote on this topic at the next meeting.

*c. DE Taskforce*

Erica said there has been no progress with a DE Taskforce. Sarah asked how the DE Taskforce would be utilized. Erica explained that the DE Taskforce would provide assistance on curriculum and content issues with regard to shell reviews. As an example, Erica explained how two different course shells were submitted for review by the same Instructor, and they appear to have content that overlaps one another and look almost identical. Each shell was assigned a different mentor. The committee discussed what the best practice would be in the future when multiple courses are submitted by one Instructor for review that the mentor will be one committee member for all of the shells submitted. Erica said she would defer concerns regarding these two shells to the DE Taskforce. Erica will also email the Instructor to inquire, based on course provided dates, what the planned frequency of Instructor initiated contact will be with students.

**7. Discussion/Action Items:**

*a. Shell reviews*

MGMT 193 (LS)

Reviewers discussed the course listed above. Upon completion of discussions, DE Coordinator Erica Beam asked for a motion to approve or disapprove the course.

Motion to approve – Sarah Nordin; Seconded – Glenn Keyser. The course was approved unanimously with one opposition from Svetlana Podkolzina.

*b. Add a meeting*

Erica said she would like to have an additional DE meeting before March 16 in order to allow for more review time of the pending shells and before the schedule goes live for Summer and Fall 2018. The committee agreed to meet again on March 16, 2018.

**8. Next DE Meeting**

The next meeting is scheduled for March 16, 2018, in Room 505 from 10:30 a.m.-12:30 p.m.

**9. Adjournment**

Erica Beam asked for a motion to adjourn the meeting.  
Motion to adjourn – Sarah Nordin.  
The meeting was adjourned at 12:00 p.m.