Distance Education Committee
Adopted Minutes
May 4, 2018
Room 505
10:30 a.m.-12:30 p.m.

1. **Call to Order**	The Distance Education Committee Meeting was called to order at 10:00 a.m. by Coordinator Erica Beam.
2. **Roll Call**	Members present were Isabel Anderson (LA); Erica Beam (DE Coordinator/Chair); Elizabeth Freed (HS); Ashlie Lawson (COUN); Katherine Luce (Lib); Laura Maghoney (AT&B); Sarah Nordin (AT&B); Robin Sytsma (HS); and Carol Zadnik (DE Tech)
	Absent/Excused: Glenn Keyser (LA); Oanh Lam (MS); Sandy Lamba (Dean of SBS); Scott Ota (IT); Svetlana Podkolzina (MS); Rachel Purdie (SBS); and Kerri Ryer (SBS)
	Erica requested today's agenda be amended to include two resolutions under discussion/action items. Resolution I requires training, certification, and compensation for all faculty using Canvas. Resolution II requires a Canvas orientation for all students.
3. **Approval of Agenda (5/4/18)**	Erica Beam asked for a motion to approve the amended agenda. Adoption of May 4, 2018, DE Agenda: Motion to approve – Sarah Nordin; Seconded – Isabel Anderson; Passed – unanimously.
4. **Approval of Minutes**	There are no minutes to approve at this time.
5. **Public Comments**	There were no public comments.
6. **Information Items:** a. *BSI Presentation*	Erica began the meeting by sharing a graph presented at the last BSI meeting representing data on face-to-face students versus online students during the Fall 2017 semester. The data compares gender, ethnicity, and age group demographics with regard to online success and failure rates. Erica pointed out that the 21 to 25 year-old students have the greatest range between success and failure rates online; however, this is comparatively consistent with face-to-face students as well. The data also shows that there is a difference in success and failure rates when comparing gender. Ethnicity shows the largest target group of students that are disproportionately

represented as failing online versus face-to-face students. The data then compares success and failure rates with regard to the top ten courses offered online versus face-to-face taught courses.

Erica then made suggestions on how faculty might improve online statistics. She suggested that faculty send more of his/her students to the in-person Canvas Student Workshops, send students to Carol for one-on-one training, identify individual student disability needs, create videos and screen shot tutorials on how to navigate your online course along with different delivery methods, use rubrics for clear grading, and humanize online courses more. Erica suggested from an institutional stand point that sending more students to the Academic and Success Tutoring Center and to the Disability Services Department may help. She also discussed an institutional mandatory online orientation as a minimum requirement.

Erica mentioned that other workshops might be offered on topics like cell phone usage as many students appear to be taking online classes using only a cell phone. Isabel said it would be helpful to know how many students use mobile devices. Carol mentioned this question could be included in an online student questionnaire survey which DE is due to produce.

Erica said she would like to be able to focus more on faculty education and pedagogy rather than peer mentoring and the shell review process. Sarah said she would like to have a "what's new in Canvas" session during the first 20 minutes of each DE meeting. Erica agreed with Sara's suggestion and said that all the Fall 2018 meetings will begin with a "what's new in Canvas" session.

7. Discussion/Action Items:
   a. Resolution l

Erica would like to see faculty institutionally engaged in learning best practices. She would like to recommend a resolution requiring all faculty using Canvas to go through training. She would also like to see faculty compensated for the training, as it would result in more qualified faculty to teach online with regard to accessibility. After much discussion, the committee agreed on the wording for Resolution l.

Erica Beam asked for a motion to resolve that all faculty using Canvas or online class components obtain certification by taking all the current Solano faculty training courses or @ONE equivalent training. These faculty need to be compensated and it needs to be equitable for adjuncts.
Motion to approve Resolution I – Sarah Nordin; Seconded – Laura Maghoney; Passed – unanimously.

b. Resolution II	Erica would like to see all students institutionally take a Canvas orientation, because faculty are using Canvas for face-to-face classes as well as online. Erica Beam asked for a motion to resolve that all students be required to take a Canvas orientation. Motion to approve Resolution II – Sarah Nordin; Seconded – Robin Sytsma; Passed – unanimously.
c. Shell reviews	Erica Beam discussed the following shells with the committee and recommended they be approved: ENGL 001 (ML-R) CDFS 038 (RO) CDFS 070 (RO) ASTR 040 (PP) SJS 002 (LM) CIS 050 (JM) CIS 073 (JM) COUN 007 (NM) ACCT 050 (EB) Erica Beam discussed the following shells with committee members and recommended the shells not be approved at this time as they are not ready for approval: SOC 001 (SM) SOC 002 (SM) SJS 002 (SM) COUN 005 (AL) OT 163 (JL) Erica called for a motion to accept all recommendations on course shells listed above. Motion to accept – Sarah Nordin; Seconded – Katherine Luce; Passed – unanimously.
8. Next DE Meeting	The next meeting is scheduled for September 7, 2018, in Room 505 from 11 a.m.-12 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.