SOLANO
COMMUNITY COLLEGE

DISTANCE EDUCATION COMMITTEE
<u>Adopted Minutes</u>
August 25, 2017
Room 812
12:00 p.m. – 1:30 p.m.

1. Call to Order	The Distance Education Committee Meeting was called to order at 12:10 p.m. by Coordinator Erica Beam.
2. Roll Call	Members present were Isabel Anderson (LA); Erica Beam (DE Coordinator/Chair); Elizabeth Freed (HS); Winifred Hunton-Chan (LA); Glenn Keyser (LA); Oanh Lam (MS); Laura Maghoney (AT&B); Svetlana Podkolzina (MS); Robin Sytsma (HS); and Carol Zadnik (DE Tech) Absent/Excused: Mary Gumlia (COUN); Sandy Lamba (Dean of SBS); Sarah Nordin (AT&B); Scott Ota (IT); and Sandra Rotenberg (Lib)
3. Approval of Agenda (8/25/17)	Erica Beam asked for a motion to approve the agenda. Adoption of August 25, 2017, DE Agenda: Motion to approve – Glenn Keyser; Seconded – Laura Maghoney; Passed – unanimously.
4. Approval of Minutes (2/27/17; 3/13/17; 4/17/17; 4/24/17 & 5/8/17)	Erica Beam asked for a motion to approve minutes. Adoption of February 27, 2017; March 13, 2017; April 17, 2017; April 24, 2017; and May 8, 2017 Meeting Minutes: Motion to approve – Svetlana Podkolzina; Seconded – Laura Maghoney; Passed – unanimously.
5. Public Comments	Isabel Anderson asked if faculty must be full time to be a committee member. Erica said the conditions which one must meet to qualify to serve on the DE Committee will be determined and clarified this term by committee members. Attendance at the meetings and participation in course shell reviews will be a part of the requirements.
6. OEI Course Design Rubric Reviews	Erica stated she would cover Section A today out of a three-part series on the OEI Course Design Rubric. On Friday, September 8, Section B and C will be covered.

	Erica asked that the committee come together to put a new system in place, utilizing the OEI Rubric, for future course shell reviews on Friday, September 22.
7. Discussion/Action Item	**OEI Course Design Rubric.** Erica announced that she would be recording the presentation on the OEI Course Design Rubric. Erica mentioned the equipment being used to record the session is available to check out at the DE Office for 30 days. The equipment includes a laptop with Camtasia preloaded, a wireless mic, and a web cam.

Erica said the OEI Rubric is used to evaluate exchange courses. Erica talked about the new Flow Committee that will start meeting next month. Flow will work toward developing a 115th college in the State of California that will be completely online. Erica feels it will be important for Solano Community College to align itself with the practices of the OEI for a seamless transition into the exchange or the online college that is being developed by the Chancellor's Office and the Flow Committee.

Erica said the California Community Colleges OEI Course Design Rubric hand out is broken up in the following five different sections:
1. Section A: Content Presentation
2. Section B: Interaction
3. Section C: Assessment
4. Section D: Accessibility
5. Section E: Institutional Accessibility Concerns

She said she would not cover Section D during the DE meetings, because this section is offered as the second of a three-course series to instructors as training. She hopes to get more instructors involved in the accessibility class and emphasized it can be taken as a stand-alone course.

Erica explained that some of the Math Labs are not fully accessible. The OEI has decided it is not the responsibility of faculty to work with publishers to make their course materials accessible. She stated that it is the responsibility of the institution, the Online Education Initiative, and the Chancellor's Office to push the publishers to make their content more accessible. Erica said Section E is important to look at and use to evaluate your course, but instructors should let her know of any issues they may have that they cannot control like online simulated math equations.

Erica said the rubric is set up with the three following categories:
- course does not meet the requirement
- course is aligned with the standard and meets the requirement
- course is exemplary

She said the goal for now is to focus on being aligned and then work on being above and beyond the requirements.

Erica said every module should start with objectives and an overview. Her presentation included the following topics for **Section A (Content presentation)**:
1. A1: Placement of Unit-level Objectives
2. A2: Clarity of Unit-level Objectives
3. A3: Alignment of Unit-level Objectives

A4-A6 Chunking
1. A4: Course Navigation
2. A5: Unit-level Chunking
3. A6: Page-level Chunking

A7-A10 Learning
1. A7: Effective Use of CMS Tools
2. A8: Student Centered Teaching
3. A9: Instructions
4. A10: Individualized Learning

A11-A13 Support
1. A11: Learner Feedback
2. A12: Institutional Policies
3. A13: Student Services

Erica said she would make her presentation available on the SCC Faculty FAQs page.

Request for Canvas Best Practices. Erica announced that she would like more material from others of things they are doing in Canvas that they have improved upon.

Canvas Information Updates. Erica asked how everyone would like to receive Canvas beta releases and Canvas information. Committee members expressed being satisfied with receiving new information in the monthly DE Bulletin.

8. Adjournment	Erica Beam asked for a motion to adjourn the meeting.
	Motion to adjourn – Winifred Hunton-Chan; Seconded – Laura Maghoney.
	The meeting was adjourned at 1:30 p.m. The next meeting is scheduled for September 8, 2017, in Room 812 from 12:00 p.m. – 1:30 p.m.