Distance Education Committee
Adopted Minutes
October 27, 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 12:00 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); Sandy Lamba (Dean of SBS); Ashlie Lawson (COUN); Laura Maghoney (AT&B); Svetlana Podkolzina (MS); Robin Sytsma (HS); and Carol Zadnik (DE Tech)

Absent/Excused: Sarah Nordin (AT&B); Scott Ota (IT); and Sandra Rotenberg (Lib)

Erica Beam requested today's agenda be amended to include SOC 002 (LM) under 7C. Assignment of requested shell reviews with self-assessments. |
| 3. **Approval of Agenda (10/27/17)** | Erica Beam asked for a motion to approve the amended agenda. Adoption of October 27, 2017, DE Agenda: Motion to approve – Elizabeth Freed; Seconded – Ashlie Lawson; Passed – unanimously.

Erica Beam mentioned the DE meeting for October 13, 2017, was cancelled due to campus closures. |
| 4. **Approval of Minutes (9/22/17)** | Erica Beam asked for a motion to approve minutes. Adoption of September 22, 2017 Meeting Minutes: Motion to approve – Robin Sytsma; Seconded – Glenn Keyser; Passed – unanimously. |
| 5. **Public Comments** | Salvatore Abbate with the Applied Technology and Business Department attended the meeting; however, there were no public comments. |

6. Information Items:
   a. Student presentation

Erica introduced Joshua Kinder and Rachel Cohen. Joshua and Rachel gave a presentation on how many students feel about Canvas and the lack of use of Canvas by many faculty.

Rachel thanked the DE Committee for letting her and Joshua address the committee. She explained that students in Professor Poff's course were asked to do a class project on something they felt was not well appreciated at Solano Community College. Rachel said her class decided to do a project on Canvas. Rachel expressed how none of the five instructors she has this semester are using Canvas. Rachel wanted to let the committee know how beneficial Canvas is to students. Rachel emphasized how Canvas is always accessible to everyone. She said unlike MySolano, Canvas never goes down; therefore, any materials shared with students or between students is always available. She explained how Canvas can be used as a great communication tool with group discussions. She said it is a great way for all instructors to share his/her syllabus, notes, and announcements.

Joshua addressed the committee with how important it is for students to view his/her grades in Canvas. It is important for students to know how they are progressing throughout the semester before the drop deadlines. Joshua stated "we live in an age of technology," and reiterated a point that Rachel made about the reliability of Canvas and its availability through the mobile app. Joshua talked about the convenience and benefit of notification settings in Canvas. Joshua said he only has one instructor out of five using Canvas this semester as well.

Erica said five students spoke about Canvas at the flex Cal presentation in October, and less than half of their instructors are using Canvas as an eCompanion this semester.

Glenn asked Rachel and Joshua if they as students see any disadvantages to having Canvas. Rachel said students who do not have access to a computer or mobile device and have difficulty accessing Canvas are at a disadvantage.

b. Engaging faculty for eCompanion usage	Erica said she would like to have a division competition in the spring to see if it will influence an increase in eCompanion usage. Specific requirements like using the gradebook and uploading a class syllabus should be established. Erica said she is still planning to develop a *Start Here Module* for use at the beginning of all Canvas shells.
c. Desired flex activities, presentations, resources	Erica asked the committee what presentations they would like to see offered on flex days. She is planning to have vendors participate in flex Cal workshops in the future. Isabel suggested discipline specific topics like Turnitin. Erica asked committee members to ask colleagues at their school meetings what Canvas topics they would like to see covered during flex. Erica said Carol will host more workshops that offer a more practical hands-on orientation for students. They will actually use Canvas during the workshop. Isabel asked if it would be possible to have Carol do a workshop for a specific class during the first couple of weeks of the semester. Carol agreed to accommodate such requests.
d. DE Committee member self-assessments	Erica asked committee members to consider submitting a self-assessment for his/her own course shells. She asked that they consider having their shells reviewed as well.
e. Exchange	Erica asked committee members how they feel about becoming involved in the exchange. She asked members to take the idea back to his/her division to see how others feel about the exchange. Erica said the exchange will be a great opportunity for adjunct faculty. Erica believes the exchange will have a potential impact on FTES, completion, and funding. Erica said she would like to convey that the DE Committee recommend that Solano make the exchange an initiative. The committee agreed to take a vote on the exchange as an initiative at the November 17 meeting.
f. Committee structure and responsibilities	Erica announced that the DE Committee does not have representation for the School of Social and Behavioral Sciences. Erica reminded committee members that it is their responsibility to take information from the DE meetings back to his/her division or school and share with their peers as well as gathering feedback from their peers. Erica suggested the structure of the committee be more like the Senate so that members rotate. She would like the committee to decide how many seats should represent each school and if the seats should be rotated. Changes to the structure can be made, but changes will need to go through the Senate for approval. Erica would like to revisit this topic at the November 17 meeting to draft a proposal for a vote.

7. Discussion/Action Items: *a. Course shell reviews*	DRFT 058 (CJ) PHYS 010 (PP) OT 166 (JL) Faculty members who reviewed the shells listed above recommended the courses be approved with a Final status. CDFS 070 (MP) Faculty members who reviewed the shell listed above recommended the course be approved with a Final status pending the instructor gets the videos closed captioned. ENGL 021 (EF) Faculty members who reviewed the shell listed above recommended the course be deferred. Isabel Anderson offered to work with the instructor on this shell and provide feedback. Erica will email the instructors and convey any suggestions. Erica called for a motion to accept all recommendation on course shell reviews listed above. Motion to accept – Robin Sytsma; Seconded – Ashlie Lawson; Passed – unanimously.
b. Shell review with self-assessment	LR 010 (AF) – Reviewers, Sandra and Ashlie
c. Assignment of requested shell reviews with self-assessments	Erica asked for volunteers as mentors and reviewers for the shell listed below. Erica said the mentor will review the self-assessment and complete the rubric for A, B, and C. Erica will do D and E. The mentors will provide feedback and recommendations to the instructor and the reviewers. The mentor will let Carol know when they have completed the process. Carol will then load the reviewers to complete a review on the course shell. Mentors and reviewers were assigned as follows: • MUSC 013 (KK) – Mentor, Erica; Reviewer, Erica • CIS 050 (JM) – Mentor, Laura; Reviewers, Ashlie and Robin • CIS 073 (JM) – Mentor, Ashlie; Reviewers, Oanh and Svetlana • SOC 002 (LM) – Mentor, Robin; Reviewers, Glenn and Elizabeth
8. Next DE Meeting	The next meeting is scheduled for November 17, 2017, in Room 812 from 12:00 p.m. – 1:30 p.m.
9. Adjournment	Erica Beam asked for a motion to adjourn the meeting. Motion to adjourn – Ashlie Lawson. The meeting was adjourned at 1:45 p.m.