



Distance Education Committee

Adopted Minutes

November 17, 2017

Room 812

12:00 p.m.-1:30 p.m.

<p>1. Call to Order</p>	<p>The Distance Education Committee Meeting was called to order at 12:00 p.m. by Coordinator Erica Beam.</p>
<p>2. Roll Call</p>	<p>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); Laura Maghoney (AT&B); Sarah Nordin (AT&B); Robin Sytsma (HS); and Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Winifred Hunton-Chan (LA); Ashlie Lawson (COUN); Scott Ota (IT); Svetlana Podkolzina (MS); and Sandra Rotenberg (Lib)</p>
<p>3. Approval of Agenda (11/17/17)</p>	<p>Erica Beam asked for a motion to approve agenda. Adoption of November 17, 2017, DE Agenda: Motion to approve – Sarah Nordin; Seconded – Laura Maghoney; Passed – unanimously.</p>
<p>4. Approval of Minutes (10/27/17)</p>	<p>Erica Beam asked for a motion to approve minutes. Adoption of October 27, 2017, Meeting Minutes: Motion to approve – Sarah Nordin; Seconded – Laura Maghoney; Passed – unanimously.</p>
<p>5. Public Comments</p>	<p>Salvatore Abbate with the Applied Technology and Business Department attended the meeting; however, there were no public comments.</p>
<p>6. Information Items: <i>a. One Flex activity – repeat eCompanion from October FLEX</i></p>	<p>Erica said she will repeat the eCompanion flex workshop during the Spring 2018 semester. She mentioned all the topics that she covers during the workshop, which include a Start Here Module. She plans to create and offer the Start Here Module as an optional item that instructors may use in their course shells. She plans to work with the Senate to see if it is feasible to make the Start Here Module a mandatory item. This module will have place holders for course information, instructor information, and a pre-built page of links with helpful items on campus for students as well as contractual items.</p>

Erica said that Carol has been working on her online orientation and there will be more offerings of the face-to-face orientation, which will include a practical hands-on experience for students.

Erica said she is working on a badge system that would allow students to earn a badge that can be placed on his/her profile page when they complete the orientation workshop. Carol added that the workshop will include teaching students some organizational skills as well.

Erica said she will also be conducting a competition between the different schools at SCC to try and increase the usage of eCompanion shells. The competition will be based on the following two criteria points:

- use of a syllabus in the shell
- use of the gradebook in the shell

Erica said she will create an announcement to post in Canvas about the competition. Erica also confirmed for the committee that My Courses will not be available in MySolano much longer and this may also increase the eCompanion usage.

- b. *Will schedule FLEX throughout Spring 2018 semester, not just on the optional day at the beginning*

Erica asked the committee if they have any ideas for flex activities. She said she would plan to schedule vendor workshops throughout the semester based on availability and scheduling at SCC. Committee members suggested the following items as flex activities:

- Turnitin
- Camtasia
- Office Mix
- syllabus
- Canvas Gradebook
- accessibility

7. Discussion/Action Items:

- a. *Course shell reviews*

Erica shared with the committee the process that is set up and in place now to handle shell reviews. She explained that groups were created for instructors in a Course Shell Reviewer's shell. The instructor being reviewed along with the assigned mentor can now collaborate using the discussion feature in the group, and they can attach their completed OEI Rubric as a PDF to the discussion. Once the mentor process is complete, the reviewers would then be added to the group. Erica said she feels this is a better way to communicate and is much more transparent for the instructor.

Erica said there are only two shells to discuss during this meeting. SOC 002 (LM)

The mentor recommended the course listed above be deferred to a later date as it is not ready for review.

LR 010 (AF)

Faculty members who reviewed the shell listed above recommended the course be approved.

Erica called for a motion to accept all recommendations on course shell reviews listed above.

Motion to accept recommendations – Sarah Nordin; Seconded – Glenn Keyser; Passed – unanimously.

b. Assignments

There are no new shells at this time to be assigned to a mentor.

c. Committee structure and responsibilities

Erica asked committee members how they would like the committee to be structured moving forward. Dean Lamba mentioned that Rachel Purdie plans to serve on the DE Committee from the School of Social and Behavioral Sciences. Committee members discussed the structure of the DE Committee and agreed there should be two members from each school. Committee members agreed that each school should be represented by at least one full-time faculty member when possible; otherwise, the positions may be filled by two adjunct faculty members. Erica noted this as being the only change to the committee structure.

Erica asked for a motion to approve the change of committee structure.

Motion to approve – Sarah Nordin; Seconded – Glenn Keyser; Passed – unanimously.

Erica asked next, when committee members would like to meet going forward. Several committee members questioned the quantity of time as well as the time span that is being spent on the mentor and shell review process. Erica emphasized to committee members that they may spend up to two hours of exchange with instructors throughout the processes, which does not include the time spent doing the initial evaluation of the shell and filling out Sections A, B, and C of the OEI Rubric. After much discussion and careful consideration of other committee schedules, member schedules, and the additional time spent on mentoring and shell reviews, the decision was made to have future DE meetings the first Friday of each month for two hours from 10:30 a.m.-12:30 p.m.

Erica asked for a motion to approve the DE meeting dates and times.

Motion to approve – Sarah Nordin; Seconded – Glenn Keyser; Passed – unanimously.

d. *OEI Exchange*

Erica asked committee members what feedback they received from their peers about beginning the process for consideration to enter the *Online Education Initiative (OEI) Course Exchange*. She asked the committee if they felt SCC should enter into the Exchange.

“Absolutely,” expressed Sarah. She said this will be important if there is going to be an exclusive online college. Isabel said there was mention that having a robust offering in the Exchange would be our best defense in competing with a 115th fully online college.

Erica said the idea for a 115th fully online college referred to as Flow, which stands for *Flexible Learning Opportunities for Workers*, is a request from the Governor of California to the California Community College Chancellors’ Office. Isabel expressed excitement from the School of Liberal Arts about the possibility of joining the Exchange. Erica said the Exchange could provide some great opportunities for funding at SCC. She said some information on the exchange can be found at <http://ccconlineed.org/oei-course-exchange/>.

Erica asked for a motion to approve the participation for OEI Course Exchange consideration at SCC.

Motion to approve – Sarah Nordin; Seconded – Glenn Keyser; Passed unanimously.

Erica will pass this recommendation to the Senate.

8. Next DE Meeting

The next meeting is scheduled for December 8, 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 – Sarah Nordin.

The meeting was adjourned at 1:30 p.m.