Distance Education Committee
Adopted Minutes
September 7, 2018
Room 505
11:00 a.m.-12:00 p.m.

1. Call to Order	The Distance Education Committee Meeting was called to order at 11:00 a.m. by Coordinator Erica Beam.
2. Roll Call	Members present were Sarah Barsness (LA); Erica Beam (DE Coordinator/Chair); Elizabeth Freed (HS); Glenn Keyser (LA); Oanh Lam (MS); Ashlie Lawson (COUN); Katherine Luce (Lib); Laura Maghoney (AT&B); Scott Ota (IT); Svetlana Podkolzina (MS); Robin Sytsma (HS); and Carol Zadnik (DE Tech) Absent/Excused: Sarah Nordin (AT&B); Neil Glines (Dean of LA); Rachel Purdie (SBS); and Kerri Ryer (SBS)
3. Approval of Agenda (9/7/18)	Erica Beam asked for a motion to approve the agenda. Adoption of September 7, 2018, DE Agenda: Motion to approve – Laura Maghoney; Seconded – Robin Sytsma; Passed – unanimously.
4. Approval of Minutes	Erica Beam asked for a motion to approve minutes. Adoption of March 16, 2018, and May 4, 2018, Meeting Minutes: Motion to approve – Glenn Keyser; Seconded – Oanh Lam; Passed – unanimously.
5. Public Comments	Maria Santiago, who teaches Chemistry at SCC, introduced herself to the committee and expressed her interest in teaching a hybrid course. She asked the DE committee to reconsider the requirement to fulfill Erica's three online training courses as part of the certification process with SCC to be eligible to teach online. Maria asked the committee to consider the first two training classes, if completed by an Instructor, as adequate for teaching in the Spring 2019 semester. Maria also mentioned how time consuming it is to participate in the required training courses. She asked that the committee highly consider presenting this topic to the union and have the union ask that faculty be financially compensated for his/her participation in the training courses.

6. Information Items:

    a. Technology updates

Erica said there are not many updates to mention in Canvas. Katherine mentioned one new feature that she came across in Canvas now includes an option to put a due date on a page so the item will appear in the student to-do-list. Elizabeth mentioned the new scheduler feature that is now available in Canvas, which will allow students to choose an appointment time from available slots set up by the Instructor.

Erica proceeded with a discussion about Universal Design and Title 5 changes. Erica said when you think about Universal Design, you should consider best practices. She gave an example of utilizing and showing only Modules in a course shell and hiding the individual Assignment, Discussion, or Quiz Tabs so that students go through Modules for everything. She mentioned the language in Title 5 is changing to add minimum requirements that must be met to teach online. A component on regular and effective student-to-student interactions will also be added, which can be accomplished by utilizing Canvas discussions.

Erica asked committee members to sign up for the free Voice Thread account and try it out before the next DE meeting. She said there are funds to purchase the program for the Spring 2019 semester if there is enough interest in using the program.

    b. Online college updates

Erica announced the 115th Online College that Governor Jerry Brown has proposed is approved and funded. Erica mentioned this may impact certain programs like Medical Billing and Coding for SCC and other colleges in California.

    c. Self-assessments (C-ID)

Erica discussed with the committee members how SCC may be impacted if progress is not made to move forward with joining the Online Education Initiative Course Exchange. Erica explained how the OEI is composed of only C-ID or transferrable courses, and the 115th Online College will provide low-end certificates or competency based precollege or non-credit like classes, but other colleges' participating in the exchange may negatively impact SCC.

Erica then went on to discuss as an additional information item the topic of faculty training at SCC. She mentioned that she would like to have the committee go back and look at the DE Coordinator job description as it does not include training faculty, and 30 percent release time is not a realistic allotment of time to incorporate this into the job. She also mentioned that as an alternative, faculty be required to take the 12 week @ONE training in addition to the capstone training, which is what is required by the exchange. This would allow faculty to get training through the OEI, which would be accepted at other colleges. Faculty have the option to obtain graduate level credit through FPU (Fresno Pacific University). Erica announced that the @ONE training is a professional development funded priority for anyone interested in getting the @ONE certification.

Erica went on to say that she agrees with Maria Santiago's plea to accept the *Introduction to Online Learning* and the *Creating Accessible Course Content* training courses as adequate for faculty training and shell submission at this time.

Erica Beam requested today's agenda be amended to include a discussion/action item *b.* in lieu of Maria Santiago's public comment to allow for shell reviews and eligibility for Spring 2019 online teaching consideration with the completion of two out of the three training courses currently being offered to faculty.
Motion to amend – Glenn Keyser; Seconded – Katherine Luce; Passed – unanimously.

Erica announced that she and Carol are working on a DE handbook with policies and procedures. She used the Canvas approval list as an example for why policies are needed. There are classes on the approval list that have never been taught and cannot be evaluated. A policy is needed to remove these courses from the list along with courses approved for faculty that are no longer with SCC.

Erica said she would also like committee members to come up with some feedback regarding future peer review recommendations.

7. Discussion/Action Items:	
a. Assign shell mentors	Mentors were assigned to ART 003B (FF) and COUN 023 (NM). There are more self-assessments and requests expected.
b. Training requirement for shell submission and teaching eligibility	Erica Beam requested a motion to approve discussion/action item *b.* Motion to approve discussion/action item *b.* – Ashley Lawson; Seconded – Glenn Keyser; Passed – unanimously.

8. Next DE Meeting   The next meeting is scheduled for October 5, 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 – Svetlana Podkolzina.
The meeting was adjourned at 12:00 p.m.