Distance Education Committee

Adopted Minutes
November 2, 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); Glenn Keyser (LA); Oanh Lam (MS); Katherine Luce (Lib); Sarah Nordin (AT&B); Svetlana Podkolzina (MS); Joseph Ryan (Dean of MS); Robin Sytsma (HS); and Carol Zadnik (DE Tech) Absent/Excused: Elizabeth Freed (HS); Ashlie Lawson (COUN); Laura Maghoney (AT&B); Scott Ota (IT); Rachel Purdie (SBS); and Kerri Ryer (SBS) Erica requested today's agenda be amended to include 6c., which will include three topics brought forth by Sarah Barsness as a representative for the School of Liberal Arts.
3. **Approval of Agenda (11/2/18)**	Erica Beam asked for a motion to approve the amended agenda. Adoption of November 2, 2018, DE Agenda: Motion to approve – Sarah Nordin; Seconded – Sarah Barsness; Passed – unanimously.
4. **Approval of Minutes (10/5/18)**	Erica Beam asked for a motion to approve minutes. Adoption of October 5, 2018, Meeting Minutes: Motion to approve – Sarah Nordin; Seconded – Svetlana Podkolzina; Passed – unanimously.
5. **Public Comments**	There are no public comments. Erica began the meeting with a discussion on DE Addendums in *CurricUNET*. She would like to put together a template that would allow a space in the DE Addendum Section for instructors to clearly identify and specify the equivalent measure for online or hybrid classes in comparison to the face-to-face classes. This would make the DE Addendum approval process easier for the DE Coordinator. Erica asked the committee members if they felt they should be involved in DE Addendum decisions. Committee members felt they only need be involved in the approval of the template.

6. Information Items:

a. Publisher Presentations

Erica announced that she booked a publisher representative from Wiley to do a presentation about Canvas integration and accessibility on November 9, 2018, and a publisher representative from Cengage to do a presentation on November 16, 2018.

b. Student Eval for Online Classes

Erica said that Carol has been working to create the same student evaluation used for face-to-face courses in *Qualtrics* for online use. It will be available for use this semester for those faculty teaching online who are going through the evaluation process. Carol will post the survey link in a course when requested by the dean. Student responses to the survey will be anonymous. Carol will verify the responses do not include student or instructor names before returning the results to the dean. This process will bring online courses into compliance with the new contractual language for student surveys as part of faculty evaluations.

c. School of Liberal Art Topics

Sarah Barsness was asked to report back to faculty with the School of Liberal Arts on Solano's status with regard to the Online Education Initiative (OEI). Erica stated that Solano Community College has not submitted an application for the Exchange. It takes substantial resources from the college, specifically from IT to commit to the Exchange. At this time, there has been no college-wide effort to re-align courses currently offered online to the OEI rubric. It is not feasible to sign up without such effort.

Sarah Barsness asked at what point previously approved courses will be reevaluated to make sure they meet accommodation standards. Erica said all the coordinators met recently about assessments, SLOs and PLOs, and a recommendation was made as to when course shells should be reviewed again. She stated Title 5 is changing and will set a minimum standard/requirement for teaching online. Title 5 will also include standards for student-to-student interactions as well as local resources for approving courses. She recommended that faculty use the OEI training and that all courses offered online be aligned with the OEI Course Design Rubric.

Sarah Barsness asked if there is a way to connect Canvas Rubrics to SLOs. Erica said many of the SLOs are already in Canvas. You can add the PLOs, ILOs, GLOs, and SLOs to a rubric. They are all created in Canvas with a binary format in which they meet or do not meet expectations. Faculty do have the ability however to create their own in Canvas in different formats. Reports can be exported that show SLO and PLO assessments when using them in a rubric. Faculty can then transpose the data generated from the report into *CurricUNET*.

7.	**Discussion/Action Items:**	
	a. Assign Mentors and Shell Reviewers	Erica asked for volunteers to mentor and review course shells. Robin Sytsma volunteered to mentor Tasha Smith on her CDFS 050 course shell. Svetlana Podkolzina volunteered to mentor Adrienne Cary on her CIS 062 course shell. Glenn Keyser and Sarah Nordin volunteered to be reviewers for Sandra Moore's SOC 002 course shell. Oanh Lam and Erica Beam will review Sandra Moore's SOC 001 class.
	b. January Flex Activities	Erica asked for volunteers to assist with accessibility and eCompanion workshops as flex activities in January 2019. Oanh Lam, Sarah Barsness, Glenn Keyser, Katherine Luce, and Carol Zadnik volunteered to assist with January flex activities.
	c. Procedures	Procedures are deferred to the December DE meeting.
	d. VoiceThread	Erica asked if anyone on the committee had a chance to try *VoiceThread* since the last meeting. Robin said she looked at it, but found it to be cumbersome. Sarah Nordin asked how *VoiceThread* is different from Zoom. Erica said it is for voice recordings alone and students would be able to utilize the app for his/her own recordings. She reiterated that Title 5 is changing to require student-to-student interaction and *VoiceThread* could be used to meet that requirement. It would be ideal for online communication and foreign language classes as well. Erica said she will leave it on the DE Agenda as a discussion/action item for future conversations.
	e. Peer Review feedback	Committee members discussed the DRFT 145 course shell submitted for a mentor and reviewers, and they decided to assign a third reviewer to the course. Katherine Luce volunteered to review the course shell.
		ART 003B (FF) CDFS 062 (AO) CHEM 010 Hybrid (MS) Faculty members who reviewed the shells listed above recommended the courses be approved.
		Erica called for a motion to accept all recommendations of approval for the course shells listed above. Motion to approve – Katherine Luce; Seconded – Sarah Barsness; Passed – unanimously.
8.	**Next DE Meeting**	The next meeting is scheduled for December 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 12:10 p.m.