



Distance Education Committee

Adopted Minutes

April 3, 2020

ConferZoom

1. Call to Order	The Distance Education Committee Meeting was called to order at 10 a.m. by DE Coordinator Erica Beam.																		
2. Roll Call	<p>Present: Erica Beam, Carol Zadnik, Michelle Arce, Elizabeth Freed, Gwen Gallagher, Glenn Keyser, Ashlie Lawson, Jim Long, Laura Maghoney, Sarah Nordin, Svetlana Podkolzina, Joseph Ryan, and Robin Sytsma</p> <p>Absent: Scott Ota (IT)</p> <p>Empty: 1 SBS</p>																		
3. Approval of Agenda (4/3/20)	<p>Erica Beam asked for a motion to approve the agenda.</p> <p>Adoption of April 3, 2020, DE Agenda:</p> <p>Motion to approve – Sarah Nordin; Seconded – Glenn Keyser; Passed – unanimously with the following vote:</p> <p>Vote: Motion to approve the April 3, 2020, DE Agenda.</p> <table><tr><td>Jim Long</td><td>Yes</td></tr><tr><td>Glenn Keyser</td><td>Yes</td></tr><tr><td>Robin Sytsma</td><td>Yes</td></tr><tr><td>Laura Maghoney</td><td>Yes</td></tr><tr><td>Gwen Gallagher</td><td>Yes</td></tr><tr><td>Elizabeth Freed</td><td>Yes</td></tr><tr><td>Ashlie Lawson</td><td>Yes</td></tr><tr><td>Sarah Nordin</td><td>Yes</td></tr><tr><td>Michelle Arce</td><td>Yes</td></tr></table>	Jim Long	Yes	Glenn Keyser	Yes	Robin Sytsma	Yes	Laura Maghoney	Yes	Gwen Gallagher	Yes	Elizabeth Freed	Yes	Ashlie Lawson	Yes	Sarah Nordin	Yes	Michelle Arce	Yes
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4. Approval of Minutes (3/6/20)	<p>Erica Beam asked for a motion to approve minutes.</p> <p>Adoption of March 6, 2020, Meeting Minutes:</p> <p>Motion to approve – Sarah Nordin; Seconded – Ashlie Lawson; Passed – unanimously with the following vote:</p> <p>Vote: Motion to approve March 6, 2020, Meeting Minutes:</p> <table><tr><td>Jim Long</td><td>Yes</td></tr><tr><td>Glenn Keyser</td><td>Yes</td></tr></table>	Jim Long	Yes	Glenn Keyser	Yes														
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	Robin Sytsma	Yes
	Laura Maghoney	Yes
	Gwen Gallagher	Yes
	Elizabeth Freed	Yes
	Ashlie Lawson	Yes
	Sarah Nordin	Yes
	Michelle Arce	Yes
5. Public Comments	There were no public comments.	
6. Information Items:		
<i>a. Transition training</i>	<p>Erica said she received some great feedback from all those who participated in the training sessions on March 18th by way of <i>ConferZoom</i>. She wants to thank and acknowledge all those who assisted with training.</p> <p>See attached the list of names of those who assisted with a training session.</p>	
<i>b. NetTutor minutes</i>	<p>Erica shared the graph of <i>NetTutor</i> minutes used by discipline to date, and stated that she hopes that others are encouraging their students to utilize <i>NetTutor</i> services as well as the tutoring services offered by the ASTC staff. Erica said due to the current emergent situation, the Chancellor's office is paying for all the <i>NetTutor</i> minutes currently being used.</p> <p>See the attached <i>NetTutor</i> graph for the percentage minutes used by discipline.</p>	
<i>c. Mastery Paths</i>	Erica said she has enabled Mastery Paths in Canvas so faculty can use the feature. Erica demonstrated how she is using the feature in her classes, and referred to an example given in the Canvas Guides.	
<i>d. Canvas app</i>	Erica encouraged committee members to download and use the Canvas Student app to see if their images and graphs are showing in their courses. Some images and graphs are not visible when utilizing the app. She asked the committee members to pass this information on to other faculty at their school meetings.	
<i>e. Labster</i>	The Chancellor's Office has purchased <i>Labster</i> for the community colleges to utilize at this time. Erica has enabled this feature in Canvas for faculty and student use. <i>Labster</i> provides an online and interactive lab environment for the sciences.	

f. Next Year

7. Discussion/Action Items:

a. Temporary DE Blanket Addendum

Erica mentioned that she also enabled *Pronto* in Canvas, which is free to use through June. *Pronto* also has an app and can be used for video conferencing and sending files. She stated that it is an easy to use messaging system and encouraged members to give it a try. Erica said she would share some information in the SCC Distance Education shell about *Pronto*.

Michele asked about the difference between *ConferZoom* and *BigBlueButton*. Svetlana said she had a lot of experience using *BigBlueButton* and it has improved over time to include captioning as well. It provides audio and video sharing in real-time, but is limited in some ways unless you purchase the premium version. It will save your recording for two weeks, and you do not have to be concerned with conference bombing like with *ConferZoom*.

Glenn asked how to get to the waiting room feature in *ConferZoom*. Erica explained the waiting room feature needs to be set up under settings when creating a meeting. She said the waiting room feature is a good feature to use to hold online office hours to meet with one student at a time.

Erica said the DE Coordinator position has been increased from 30 percent to 40 percent.

Under a DE Blanket Addendum, the Chancellor's Office is allowing all the community colleges to transition to online classes as each institution deems appropriate during the COVID-19 crisis. Erica said Summer 2020 classes will all be taught online.

Erica shared with the committee her recommendations for teaching online going forward. She would like to submit a proposal to the Academic Senate with regard to scheduling going forward under the DE Addendum.

Erica asked for a motion to discuss and vote on the recommendations under the DE Blanket Addendum through Fall 2020.

Motion to discuss – Michelle Arce; Seconded – Glenn Keyser; Passed – unanimously with the following vote.

Vote: To discuss Recommendations.

Glenn Keyser	Yes
Robin Sytsma	Yes
Laura Maghoney	Yes
Gwen Gallagher	Yes

Elizabeth Freed	Yes
Ashlie Lawson	Yes
Sarah Nordin	Yes
Michelle Arce	Yes
Svetlana Podkolzina	Yes

The committee discussed the Recommendations and decided on the listed items in the attachment.

Erica asked for a motion to adopt the Recommendations.

Motion to adopt – Sarah Nordin; Seconded – Elizabeth Freed; Passed – unanimously with the following vote:

Vote: To adopt the Recommendations.

Jim Long	Yes
Glenn Keyser	Yes
Robin Sytsma	Yes
Gwen Gallagher	Yes
Elizabeth Freed	Yes
Ashlie Lawson	Yes
Sarah Nordin	Yes
Michelle Arce	Yes
Svetlana Podkolzina	Yes
Laura Maghoney	Yes

See attached proposal for the recommendations.

b. DE training

Erica said she plans to offer faculty training for both training classes from April 6, 2020 to August 2020, and then throughout the Fall 2020 term.

c. DE Course Approval

Erica asked Svetlana about the MATH 011 (BV) shell. Svetlana said she would not recommend it for approval at this time.

d. Course Shell Reviews

Erica requested two volunteers to do a final review on the ASL 005 (GG) and COUN 005 (AL) shell. Laura and Ashlie volunteered to be final reviewers for ASL 005. Robin and Svetlana volunteered to be final reviewers for COUN 005. Erica requested a volunteer to mentor ENGL 001 (AC) and MATH 011 (GR). Michelle volunteered to mentor the instructor with the ENGL 001 shell. Elizabeth volunteered to mentor the instructor with the MATH 011 shell. Erica said she would like to go ahead and get final reviewers assigned to the ENGL 001 and MATH 011 shells as well. Sarah and Glenn volunteered to be final reviewers for ENGL 001 once the mentor process is completed on the shell. Laura and Svetlana volunteered to be final reviewers for MATH 011 once the mentor process is completed on the shell.

8. Next DE Meeting

The next meeting is scheduled for May 1, 2020, by *ConferZoom* from 10:00 a.m.-12:00 p.m.

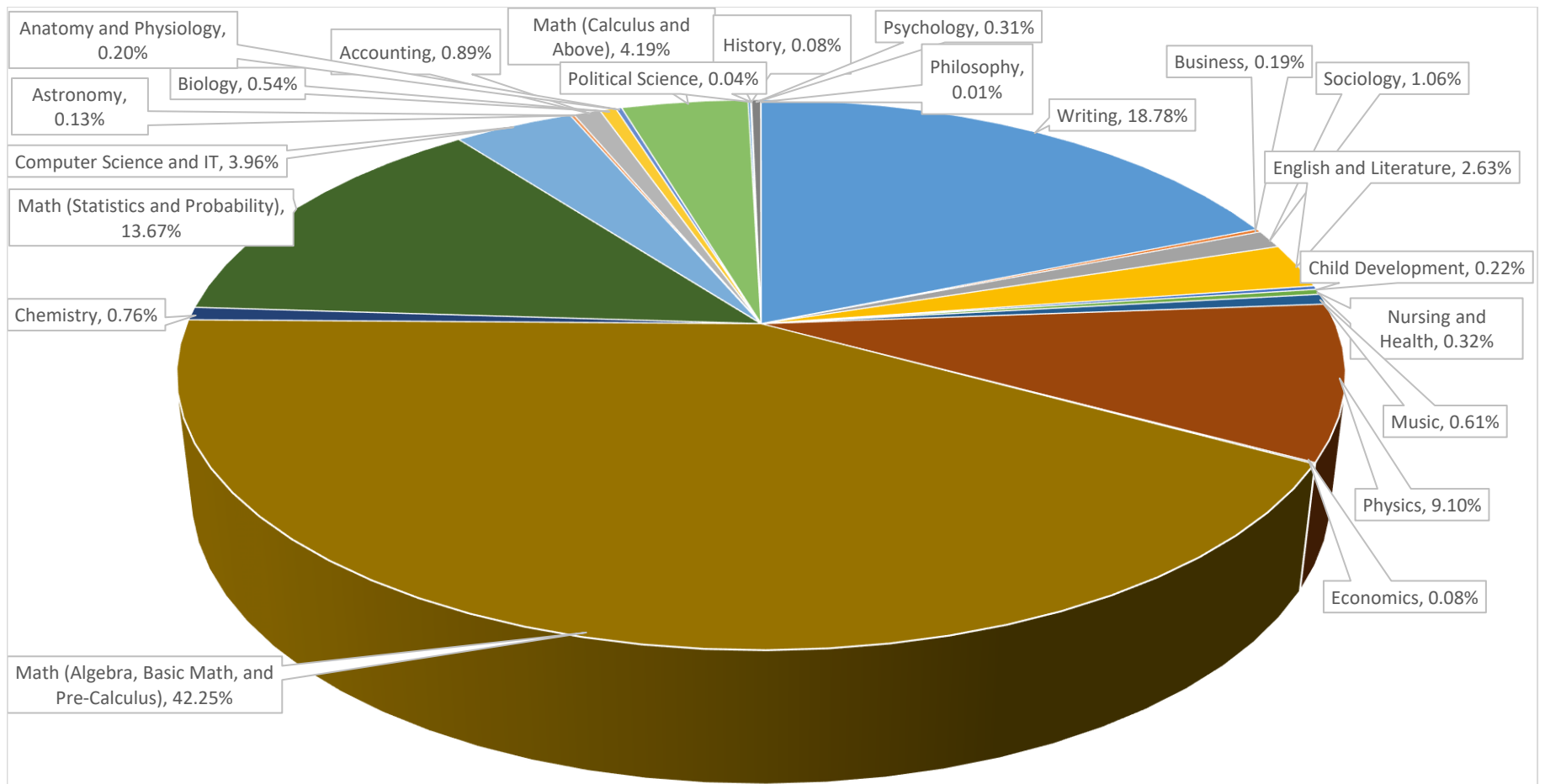
9. Adjournment

Erica Beam asked for a motion to adjourn the meeting.
Motion to adjourn – Sarah Nordin

The meeting was adjourned at 12:00 p.m.

Thank you to the faculty listed below who volunteered to assist their peers and lead training sessions to help Solano Community College transition to online for all courses.

Wini Hunton-Chan
Laura Maghoney
Sarah Barsness
Isabel Anderson
Karen Cook
Amy Obegi
Ferdinanda Florence
Michelle Arce
Elizabeth Freed
Oanh Lam
Rennee Moore
Doug Green
Ashlie Lawson
Michael Wyly
Erin Duane
Michelle Smith
Mark Berrett
Lauren Taylor-Hill
Rachel Smith
Heather Ringo
Jim Long



NetTutor Mins. Used as of 4-2-20

- Writing
- English and Literature
- Music
- Math (Algebra, Basic Math, and Pre-Calculus)
- Computer Science and IT
- Biology
- History
- Philosophy
- Business
- Child Development
- Physics
- Chemistry
- Astronomy
- Anatomy and Physiology
- Political Science
- Sociology
- Nursing and Health
- Economics
- Math (Statistics and Probability)
- Accounting
- Math (Calculus and Above)
- Psychology

The DE Committee recommends that:

1. Academic Senate supports adding additional members to the DE Committee through the blanket DE Addendum
2. Under the blanket DE Addendum use the time to train all faculty and approve at least one of their courses
3. Once the blanket DE Addendum no longer applies, we revert to our local process and procedure