Distance Education Committee

Adopted Minutes

February 7, 2020

Room 505

10:00 a.m.-12:00 p.m.

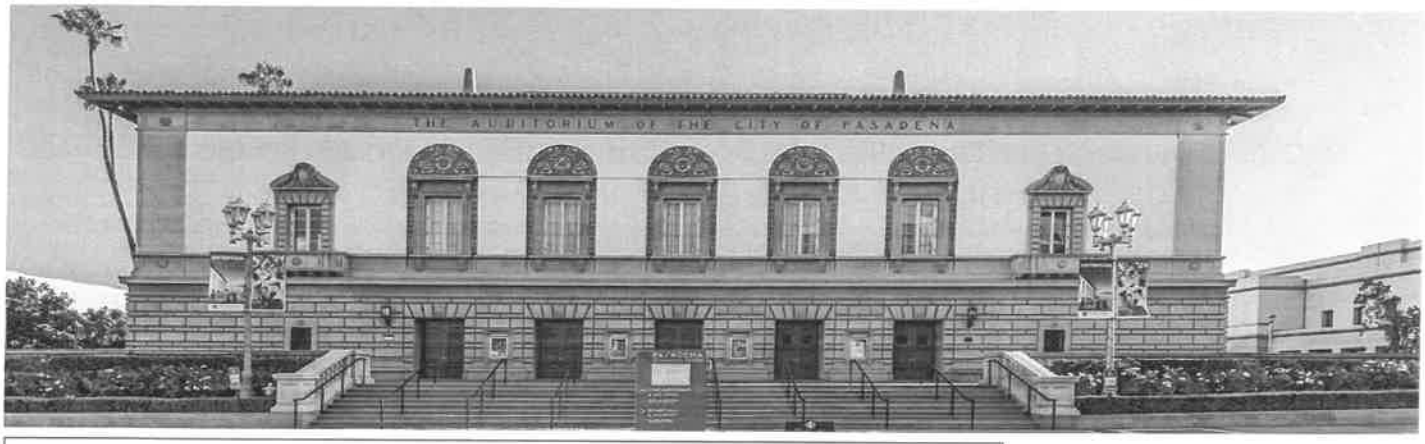
1. Call to Order	The Distance Education Committee Meeting was called to order at 10 a.m. by DE Coordinator Erica Beam.
2. Roll Call	Present: Erica Beam, Carol Zadnik, Michelle Arce, Elizabeth Freed, Gwen Gallagher, Glenn Keyser, Ashlie Lawson, Jim Long, Laura Maghoney, Sarah Nordin, Svetlana Podkolzina, Joseph Ryan, and Robin Sytsma Absent: Scott Ota (IT) Empty: 1 Librarian, 1 SBS
3. Approval of Agenda (2/7/20)	Erica Beam asked for a motion to approve the agenda. Adoption of February 7, 2020, DE Agenda: Motion to approve – Sarah Nordin; Seconded – Ashlie Lawson; Passed – unanimously.
4. Approval of Minutes (12/6/19)	Erica Beam asked for a motion to approve minutes. Adoption of December 6, 2019, Meeting Minutes: Motion to approve – Sarah Nordin; Seconded – Robin Sytsma; Passed – unanimously.
5. Public Comments	There were no public comments. Erica began the meeting with member introductions. Jim Long introduced himself as a new DE Committee member representing the School of Math and Science.
6. Information Items: *a. Pronouns*	Erica announced that she turned on the Pronoun feature in Canvas. Now faculty and students can choose to display the pronoun of their choice.

b. Gradebook	The new gradebook is no longer optional and is enabled in all Canvas accounts. If the late policy feature is enabled in your gradebook, a grade is automatically given to assignments without submissions upon the time of the due date. Faculty have the option to set up a late policy or turn it off, which Erica demonstrated to the committee. The grade posting policy has a manual and a default automatic setting. The manual setting is the same as what used to be considered mute. Now faculty can set the gradebook to manual for all assignments at once and then change individual assignments when they want the grade for a particular assignment to be available to students. Erica suggested faculty include a statement in their class regarding assignments that have been set to the manual grading policy, because the student will see the term missing or hidden when they submit to an assignment that is set to manual. The term missing may be misleading and confusing to the student, and the term missing actually means that the grade is missing – not the student submission. Michelle asked about dropping the lowest quiz score for students. Erica showed how it is possible to drop the lowest quiz score for each student by using the weighted group feature and programming it to drop the lowest score from the quiz group for each student.
c. Online Teacher's Conference	Erica announced and provided a hand-out for the Online Teaching Conference that will take place June 17-19, 2020, in Pasadena, CA. Erica encouraged members to attend the conference as Professional Development funds can be requested by faculty for this event. See attached the Online Teaching Conference hand-out.
d. Empty seats	Erica said the empty seat that DE had on the committee for the School of Math and Science has been filled by Jim Long. There is still an empty seat for a Librarian and a representative from the School of Social and Behavioral Sciences. There was mention in the Senate that the Librarian seat could be made an ex officio position so as not to be counted toward fulfilling quorum. Erica said she would add this idea to the next DE meeting agenda for a vote.
e. NetTutor minutes	Erica shared with committee members the percent of minutes used by discipline as of February 6, 2020. Math and English students are the primary users of the minutes being utilized. See attached the NetTutor Graph of Minutes Used.

f. Student Guide	Committee members received a copy of the completed SCC Canvas Student Guide. Copies of the guide have been distributed to Admission and Records at all three campuses, the Counseling Department, ASTC, and to students who have attended the Canvas Student Workshops. See attached the SCC Canvas Student Guide.
7. Discussion/Action Items:	
a. DE Coordinator job description	Erica discussed with committee members the notes she added as side annotations to the DE Coordinator job description. Erica said the coordinator has to review and approve all the curriculum DE addendums; develop policy and procedures to align with legal requirements and current best practices; collaborate with IT to update best practices and new initiatives; participate in academic sub-committee meetings; as well as communicate and provide training for faculty. These are additional items that are not currently listed in the job description. Erica added the gathering of accreditation evidence per Carol's request. Canvas communications with regard to global announcements was also added. Erica Beam asked for a motion to approve the updates to the DE Coordinator Job Description. Motion to approve – Sarah Nordin; Seconded – Michelle Arce; Passed – unanimously.
b. Global Announcement policy	Erica said she posted a survey in Canvas to ask students how they prefer to be contacted with regard to school communications and where they take classes. She said there were over one thousand responses from students. The results were that 41 percent of students prefer text messages, 33 percent prefer emails, 20 percent prefer to be notified through Canvas, and 22 percent of students are taking online classes. Erica said she would like to see this topic deferred to a later time due to the student responses received from the survey. Carol suggested that a form be created that could be used for Canvas announcement requests. Erica Beam asked for a motion to defer a Global Announcement policy to a later date. Motion to defer – Sarah Nordin; Seconded – Michelle Arce; Passed – unanimously.

c. *Emergency fill in policy*	The question came up regarding a DE recommendation or policy for substitute online teachers when the scheduled teacher is not able to complete the semester and there is no one else approved to teach a particular online course. After much discussion, the committee came up with the suggestion that instructors teaching online should have their course shells prepared for the full semester by the time the semester begins. Erica said she would add the recommendation that instructors complete their course shell for the semester by the beginning of the semester as a best practice item in case there is an emergency in an instructor's schedule. She said she would prepare something regarding this for the committee to vote on at the March meeting. Erica asked for a motion to table discussions on this topic until the March 6 meeting. Motion to table – Sarah Nordin; Seconded – Michele Arce; Passed – unanimously.
d. *Request for support of faculty training*	Erica reminded the committee that they had previously discussed having the senate support funding for instructor training and asked members if they would like her to put together a proposal. Dean Ryan recommended that Erica ask for CAT3 times 80 hours for instructor training. Robin asked about the @ONE training as an option. Erica said she is concerned that relying on a training program not controlled by SCC can impact our process in the event that something happens to the offering of that training. Erica asked for a motion to table discussions on this topic until the March 6 meeting. Motion to table – Sarah Nordin; Seconded – Laura Maghoney; Passed – unanimously.
e. *Course Shell Reviews*	Erica asked for two volunteers to be official reviewers for NURS 111. Elizabeth Freed and Laura Maghoney volunteered. The committee began reviewing NURS 111; however, the committee ran out of time. Erica said this will need to be completed at the March 6 meeting. Erica said HED 003 is ready for approval and asked for a motion to approve the HED 003 (SS) course shell. Motion to approve – Ashlie Lawson; Seconded – Robin Sytsma; Passed – unanimously. Laura Maghoney volunteered to mentor for the HIST 003 course shell as she mentored HIST 002 for the same instructor.

8. Next DE Meeting	The next meeting is scheduled for March 6, 2020, in Room 505 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.



OTC is presented by:

California Community Colleges | TechConnect

ONLINE TEACHING CONFERENCE

EMPOWERING THE ONLINE TEACHING COMMUNITY FOR 20 YEARS

June 17-19, 2020
Pasadena Convention Center, CA

Conference pricing
Early Bird – $325 (thru April 14, 2020)
General – $375 (April 15 – June 7, 2020)
On-site – $425 (June 8 – event)

Register Now for OTC'20 (http://onlineteachingconference.org/register/)

KEYNOTE ANNOUNCEMENT!

OTC'20 welcomes, Loui Lord Nelson, Ph.D. – Internationally recognized leader in Universal Design for Learning (UDL) implementation.

Thursday morning, June 18, 2020

(http://onlineteachingconference.org/speaker/loui-lord-nelson-ph-d/)

Loui Lord Nelson, Ph.D.
Consultant, Speaker & Author

Learn More about Dr. Nelson (http://onlineteachingconference.org/speaker/loui-lord-nelson-ph-d/)

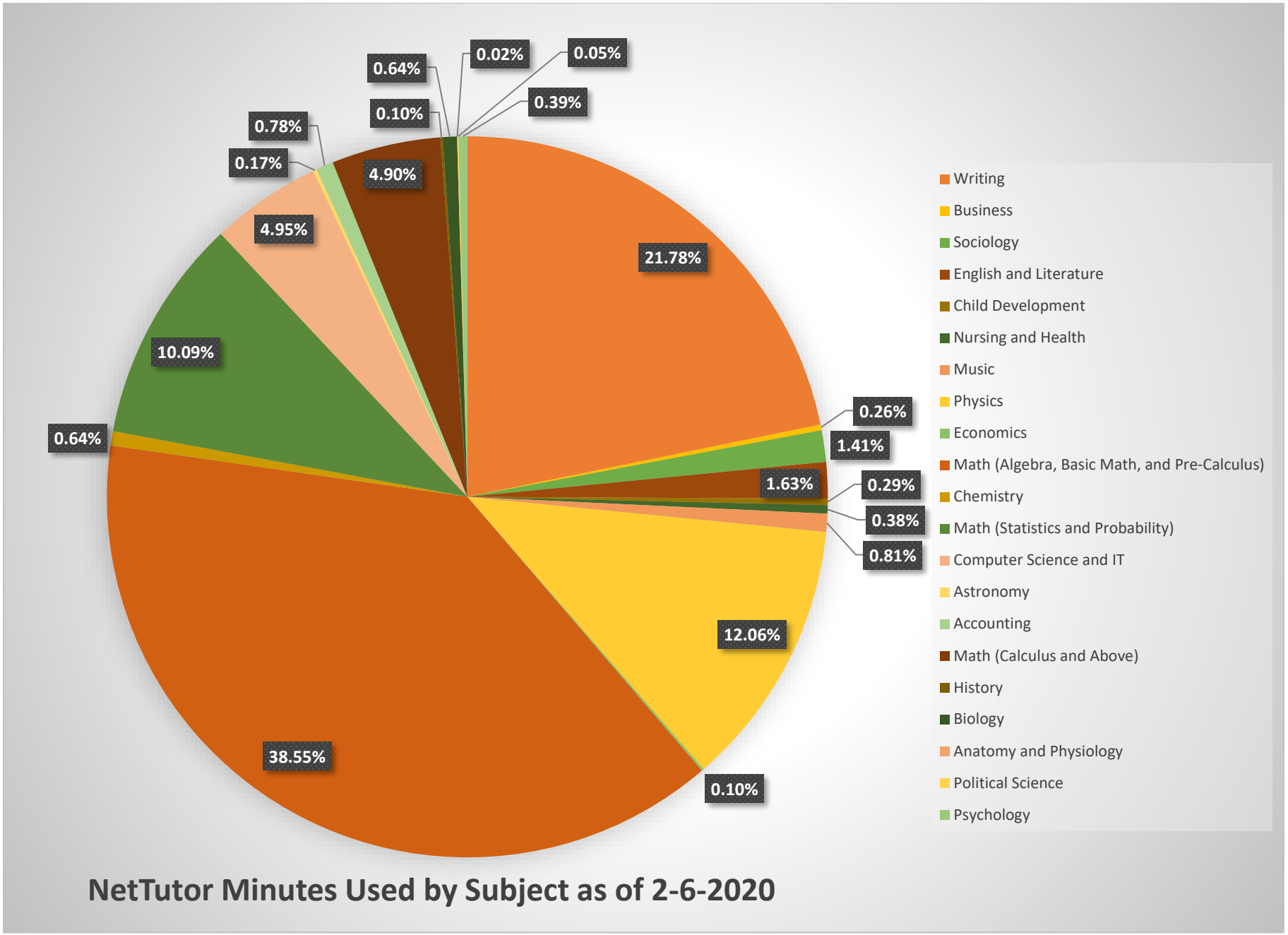
HOTEL ACCOMMODATIONS

Book your room at the conference hotel, the **Sheraton Pasadena**, and be close to all the action!

To book your reservations online, please click on this link: **OTC Hotel Reservations – Sheraton Pasadena**

To book your reservations via phone, please call (800) 457-7940.

More information (http://onlineteachingconference.org/details/accommodations/)

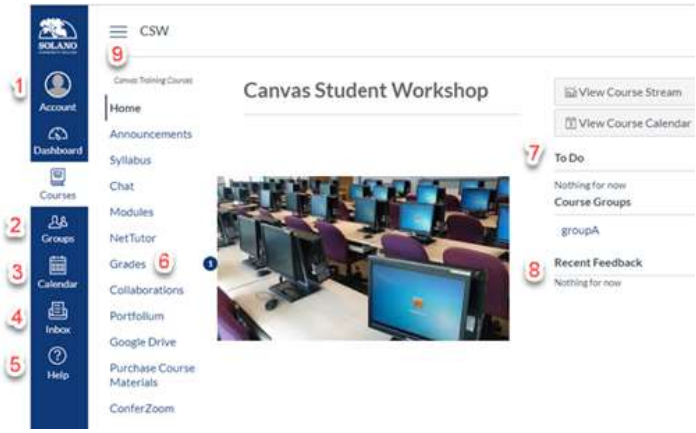


NetTutor Minutes Used by Subject as of 2-6-2020

SCC Canvas Student Guide

Getting Started in Canvas

The Google Chrome Browser is recommended for best results. Internet Explorer is no longer a supported browser for Canvas. Use your MySolano user name and password to log into https://solano.instructure.com



1. **Account:** access Notification Preferences, Profile, and Settings
2. **Groups:** gain access to groups you are enrolled in
3. **Calendar:** where assignments and events are noted
4. **Inbox:** message your Instructor or classmates (referred to as ***Conversations*** in Canvas)
5. **Help:** DE and Canvas information
   a. DE Office Room 523, Mon.-Fri. 8a.m.-4:30p.m., 707-864-7133
   b. Canvas hotline, Mon.-Fri. 5 p.m.-8a.m., 1-844-303-0354
   c. Canvas Guides: searchable help at https://community.canvaslms.com/community/answers/guides/overview
6. **Grades:** access grades and comments
7. **To Do:** what and when items are due
8. **Recent Feedback:** access items with feedback
9. **Hide or Show:** Course Navigation

Getting Started in Your Online Course

1. Check your Home Page, Syllabus, and Announcements
2. Go to Modules unless instructed differently

Best Practices and Tips

1. Make sure your computer and/or cell phone operating system is up-to-date
2. ***Book mark the Canvas Student Guide*** https://community.canvaslms.com/community/answers/guides/canvas-guide
3. ***Book mark the Canvas Mobile Guide*** https://community.canvaslms.com/docs/DOC-4048
4. Clear your browser's cache (see Canvas Guides)
5. Create a folder on your computer or in Google for each class you take, to organize your work
6. Install the Canvas Student App, Word, and/or Google Docs on mobile devices
7. Save your discussion replies and assignments on Microsoft Word or Google Docs
8. *Use the following shortcut keys for* ***Windows:***
   a. Ctrl+A = highlight all items
   b. Ctrl+C = copy all that is highlighted
   c. Ctrl+V = paste all that is copied

   Use the following shortcut keys for a ***MAC****:*
   d. Command+A = highlight all items
   e. Command+C = copy all that is highlighted
   f. Command+V = paste all that is copied

Add Additional Settings

1. Click on Account and click on Settings
2. Add an additional email address + Email Address
3. Add a contact method + Contact Method
4. Authorize Google Drive as a Registered Service
   a. Click Google Drive under Other Services
   b. Authorize Google Drive and log in

Add Your Profile Picture to Canvas

1. Click on Account in the Global Navigation
2. Click on Profile and click on change profile picture
3. Click on Take a picture or Upload a picture and then choose a picture
4. Navigate to your image, click on it, and click open. Click on Save

SCC Canvas Student Guide

Profile Picture with Android and iOS Device

1. Tap the user menu icon on the Dashboard
2. Open Settings and click on Profile Settings
3. Edit Photo or open the Profile Picture and take a photo or choose a photo from the gallery
4. Select the checkmark to Save with Android, and tap on Choose to save with iOS

Set Your Notification Preferences

1. Click on Account in the Global Navigation
2. Click the Notifications shortcut in the panel that appears
3. Hover over a Course Activity with your mouse to see a description of it

4. Select one of the four notification preferences:

   ✓ notify me right away (recommended for announcements)

   send me a daily summary

   send me a weekly summary

   ✕ do not send me anything at all

Notification Preference with Android Device

1. Tap the User Menu icon on the Dashboard
2. Open Settings and choose Push Notifications
3. Tap the toggle button to turn a notification setting on or off

Notification Preference with iOS Device

1. Tap the User Menu icon on the Dashboard
2. Open Settings, toggle the Enable Push Notifications button, choose Allow Notification in Settings
3. Open Notification Preferences, select your email address, and Push Notifications for All Devices

Reply to a Discussion

1. Click on your Discussion title
2. Check the discussion rubric

3. Type your response in Word or Google Docs
4. Click inside the Reply box
5. Use your short cut keys to copy and paste in your response
6. Click on Post Reply

Discussion Reply with Android and iOS Device

1. Choose your course on the Dashboard
2. Choose Discussions and choose the discussion title
3. Click on Reply and type or paste in your response
4. Click on the Send icon for Android and the Done icon for iOS

Submit a Discussion Peer Review

1. Click on the Discussion title
2. Open assigned Peer Review at the top of the discussion page or in your To Do List

   You have been assigned a peer review

3. Click on Review Now
4. Click on show rubric and enter a score in the Points column, type a comment in the comment field, leave a media comment, or attach a file and click Save

Submit an Assignment

1. Click on your assignment
2. Click the Submit Assignment button
3. Select your Submission type (File Upload, Text Entry, Media Recording, URL, or Google)
4. Upload or copy and paste in your submission
5. Click the Submit Assignment button
6. Check your submission

SCC Canvas Student Guide

Submit an Assignment with Android

1. Open your course from the Dashboard
2. Click on the Assignments link
3. Click on the name of the assignment
4. Click on Submit Assignment
5. Choose File Upload
6. Click on the + (add icon)
7. Choose your submission from the File, Gallery, or Camera icon (must be an accepted submission type)

Submit an Assignment with iOS

1. Open your course from the Dashboard
2. Swipe your screen to view and click on the Assignment link
3. Click on the name of the assignment
4. Click on Submit Assignment
5. Choose File Upload
6. Choose your submission from the Camera, Library, or Files
7. Click on the Submit link

Submit a Turnitin Assignment

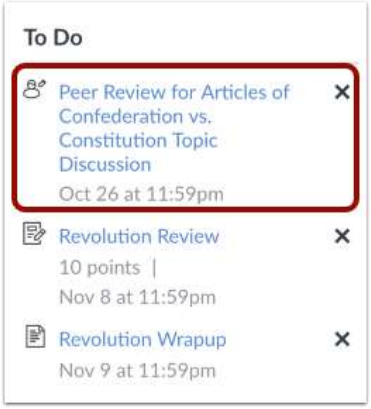
1. Click on the name of the assignment
2. Authorize Turnitin
3. Click on Upload Submission, click on select a file to upload, navigate to the file and choose it, or click on Additional Options and choose a file from your Google Drive
4. Click Continue
5. Click on Accept Submission & Save

Read the Turnitin Originality Report

1. Click on Grades in your Course Navigation
2. Click on the name of your assignment
3. Click on the Turnitin percent icon and view the originality sources and report

Submit a Peer Review Assignment

1. Click on your assignment or on Peer Review in your To Do List
2. Click on the student name whose work you will be reviewing



3. Submit your comments and click Save

Find my Peer Review Feedback

Feedback will be in the right sidebar of your class, in the discussion on the submission details page, or on the grades page as a comment to the right of the discussion.

Quizzes

It is recommended for best results that students use a Windows or MAC computer, laptop, iPad, or tablet to take quizzes in Canvas. It is not recommended that you take a quiz utilizing a cell phone.

SCC Canvas Student Guide

Using LockDown Browser for a Quiz

1. Your instructor will provide you with the download link for LockDown Browser if they plan to have you take quizzes with it.
2. LockDown Browser is installed on computers in the Fairfield, Vacaville, and Vallejo campus libraries.
3. LockDown Browser will not display quizzes properly when using Windows XP, and cannot be used on android-based tablets such as Samsung, Google Chromebooks, or Microsoft Surface with windows RT. LockDown Browser cannot be used on a cell phone.

Windows PC - LockDown Browser Installation:

1. Click on quiz title
2. Click on Take the Quiz
3. Click on the LockDown Browser download link, navigate to your download folder, and right click on the executable file
4. Click on Run as Administrator
5. Close all applications and double-click on the LockDown Browser icon from your desktop. The icon will appear under the applications folder for MAC.

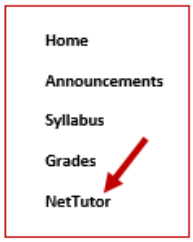
6. Log into https://solano.instructure.com, navigate to your quiz, and click on Take the Quiz

LockDown Browser iPad Installation:

1. Check with your Instructor to find out if they have enabled the iPad feature in the LockDown Browser settings.
2. Download and install the LockDown Browser app from Apple iTunes.
3. Close all other applications and log in from the LockDown Browser application.
4. Be sure your iPad is plugged into an outlet.
5. LockDown Browser will not work with a public Wi-Fi connection.

NetTutor

NetTutor is a free online tutoring service offered to all SCC students. Access NetTutor services from any course navigation where the NetTutor link is available.



Services available include:

- You can meet with a tutor in a live session.
- You can drop off your paper for a review. Your paper must be in Word or PDF file format.
- Ask a tutor a question and you can check back later for an answer.
- Your personal and private locker in NetTutor will store recordings of your previous tutoring sessions, reviewed papers, and store answers to questions that you have left for a tutor.

NetTutor offers a wide variety of videos on how to use the editing tools for the whiteboard when submitting a question to a tutor. The videos can be found at https://solano.instructure.com/courses/1198940/pages/nettutor?module_item_id=14192191

Portfolium

Table of Contents: Searchable at https://community.canvaslms.com/docs/DOC-17880-portfolium-table-of-contents