



Distance Education Committee

Adopted Minutes

September 6, 2019

Room 505

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

1. Call to Order	The Distance Education Committee Meeting was called to order at 10:00 a.m. by Coordinator Erica Beam.
2. Roll Call	<p>Members present were Michelle Arce (SBS); Erica Beam (DE Coordinator/Chair); Elizabeth Freed (HS); Gwen Gallagher (LA); Glenn Keyser (LA); Ashlie Lawson (COUN); Laura Maghoney (AT&B); Scott Ota (IT); Svetlana Podkolzina (MS); Robin Sytsma (HS); and Carol Zadnik (DE Tech)</p> <p>Absent/Excused: Sarah Nordin (AT&B); and Joseph Ryan (Dean of MS)</p>
3. Approval of Agenda (9/6/19)	<p>Erica Beam asked for a motion to approve the agenda.</p> <p>Adoption of September 6, 2019, DE Agenda:</p> <p>Motion to approve – Robin Sytsma; Seconded – Elizabeth Freed; Passed – unanimously.</p>
4. Approval of Minutes (5/3/19)	<p>Erica Beam asked for a motion to approve minutes.</p> <p>Adoption of May 3, 2019, Meeting Minutes:</p> <p>Motion to approve – Laura Maghoney; Seconded – Robin Sytsma; Passed – unanimously.</p>
5. Public Comments	There are no public comments.
6. Information Items: <i>a. OEI Rubric Refresher (30 minutes)</i>	<p>Erica began the meeting with a refresher of the OEI Rubric. Erica said Section A: Content Presentation is specific to objectives. She shared her course shell with the committee to show how she gives her students an overview at the beginning of each module, which includes an overview of the chapter, a synopsis to let students know what they should be able to accomplish upon completion of that module, and the assignments that are given to achieve the learning objectives for that module.</p>

Erica said using a module structure is a good example of being aligned with regard to course navigation in Section A: Use of the CMS. The extra links for Assignments, Quizzes, Pages, and People should all be hidden in the course navigation area so students are able to navigate the course easily and clearly utilizing modules. Erica said text headers really stand out and are very helpful to students when using a mobile device.

A8: Effective Use of Multimedia should include varied tools like text, audio, video, and graphics throughout the course to align and accommodate different student learning styles. Elizabeth asked for clarification of CMS tools. Erica explained this could be anything that is used within Canvas or publisher content.

Erica requires her students to post notes in his/her own words based on the material in the text book and per learning objective for A9: Instructions under Section A: Learner Support. Erica addressed A10 as giving students' options and resources as opportunities to develop a skill.

For A11: Learner Feedback, Erica developed a generic Google survey, which she shared with faculty previously. She also made a place holder for a survey in the blueprint shell that faculty can use to insert his/her survey for anonymous course feedback.

Much of Section A: Content Presentation – Institutional Support is built into the blueprint and when utilized is aligned with the OEI Rubric. As noted in the faculty handbook, this information is also required in a course syllabus. The blueprint includes place holders for regular and effective contact as well as a place for student-initiated contact information, which satisfies most of Section B: Interaction – Instructor Contact.

Erica introduced *Flipgrid* as a great LTI app that integrates with Canvas that can be utilized to support Section B: Interaction – Student-to-Student Contact. *Flipgrid* is mobile friendly and works with SpeedGrader in Canvas. Erica said faculty should have a guideline policy with expectations in his/her course shell to accommodate B6: Participation Levels.

According to Erica, “the assessments need to lead to the demonstration of learning outcomes” to be aligned with Section C: Assessment – Effective Assessment. They should align with both formative and summative objectives. Faculty should have a variety of assessment methods and have more than one assessment during each semester. Erica said every assignment and discussion should have a rubric in order to be aligned with Section C: Assessment – Guidance and Feedback.

	<p>Erica said utilizing the Accessibility Checker in Canvas will ensure heading styles, lists, links, and tables are used properly and aligned with Section D: Accessibility.</p>
<p><i>b. Mentor Roles and Responsibilities (30 minutes)</i></p>	<p>Erica read through the Peer Mentor and Peer Reviewer role and responsibilities. See documents attached to the May 3, 2019, DE minutes.</p>
<p>7. Discussion/Action Items:</p>	
<p><i>a. Curriculum DE Addendum Template (15 minutes)</i></p>	<p>Faculty must submit a DE Addendum if they are requesting a class be added to curriculum as an online modality. Erica presented a DE Addendum Template she created, which includes an example for face-to-face versus an online instructional delivery method. The delivery method is meant to provide an equitable student experience for learning. Instructors fill in the table with what instruction is given in an online setting to make the online student experience equal to a face-to-face class room experience.</p> <p>The second piece of the addendum is the assessment method. Instructors should offer the same methods of assessment in the online setting as are offered in the face-to-face setting.</p> <p>Erica asked the committee members if they had any suggestions for the addendum or if they would like to vote to approve the template to be presented to the Academic Senate as part of Distance Education's process in Curriculum.</p> <p>See attached: DE Addendum Template.</p> <p>Erica asked for a motion to approve the DE Addendum Template. Motion to approve – Michelle Arce; Seconded – Ashlie Lawson; Passed - unanimously with one Abstention by Svetlana Podkolzina.</p>
<p><i>b. DE Goals for 19/20 (15 minutes)</i></p>	<p>Erica asked committee members what they are interested in doing, learning, or sharing in 2019/2020. She asked if there are policies and procedures that they want that are not already in place. Carol asked Erica if she planned to work on a DE Handbook. Erica said she would like to see the work continue on Standard Operating Procedures that can be compiled into a handbook.</p>

	<p>Scott asked if it might be more helpful to new and part-time faculty to have the policies and procedures on the DE web site. Erica said everything is listed in a Canvas shell for all faculty. In addition to the Distance Education shell, there is a Blueprint shell included in all the course shells, which have all the required information needed in order to be aligned with the OEI Rubric for online classes. Scott asked if a link to accessibility guidelines could be added to the DE website. Erica said there is an entire training course for faculty dedicated to accessibility. He then inquired about OEI Exchange updates and asked Erica if she could put together a list of what Solano Community College still needs to participate in the Exchange.</p> <p>Erica mentioned that Solano now has <i>NetTutor</i>; however, some faculty are hiding the link for it from his/her course navigation. Students are not able to access the service when the link is hidden. Svetlana asked if the service is available to students taking face-to-face classes. Erica responded that it is available to all students; and the service offers tutoring in many subjects that we do not supply tutors for out of the Academic Success and Tutoring Center.</p> <p>After much discussion, Erica announced she would include an outline for a DE Handbook, technology and learning, as well as information for the Exchange. Erica said she would survey faculty and gather information on readiness for the exchange.</p>
c. <i>Assign Mentors and Reviewers (30 minutes)</i>	<p>Erica asked for a volunteer to mentor DANC 004 and ARTD 044. Elizabeth volunteered to mentor the DANC 004 Instructor. Svetlana volunteered to mentor the ARTD 044 Instructor. Laura and Ashlie volunteered to review ENGL 004 once the shell is checked for accessibility. Robin and Michelle volunteered to review ENGL 002 once the shell is checked for accessibility.</p>
8. Next DE Meeting	<p>The next meeting is scheduled for October 4, 2019, in Room 505 from 10 a.m.-12:00 p.m.</p>
9. Adjournment	<p>Erica Beam asked for a motion to adjourn the meeting. Motion to adjourn – Ashlie Lawson The meeting was adjourned at 12:00 p.m.</p>

DE Addendum Template

If the course will be taught online and does not currently include a DE Addendum, use the two tables below to indicate how the face-to-face instructional delivery and assessment methods will be replicated in an online course.

Face-to-face Instructional Delivery Methods	Online Instructional Delivery Methods
Example: In-person lecture	Example: Video presentation of PPT slides with voiceover and captioning

Face-to-face Instructional Assessment Methods	Online Instructional Assessment Methods
Example: In-person midterm and final exam	Example: Online midterm and final exam using LMS