



Distance Education Committee

Adopted Minutes

March 6, 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	<p>Present: Erica Beam, Carol Zadnik, Michelle Arce, Elizabeth Freed, Gwen Gallagher, Glenn Keyser, Ashlie Lawson, Jim Long, Laura Maghoney, Sarah Nordin, Scott Ota, Svetlana Podkolzina, Joseph Ryan, and Robin Sytsma</p> <p>Absent: Gwen Gallagher (LA); and Glenn Keyser (LA)</p> <p>Empty: 1 Librarian, 1 SBS</p> <p>Erica requested today's agenda be amended to defer item 6f Portfolium and 7d Emergency fill in Recommendation to a later time</p>
3. Approval of Agenda (3/6/20)	<p>Erica Beam asked for a motion to approve the amended agenda. Adoption of March 6, 2020, amended DE Agenda:</p> <p>Motion to approve – Sarah Nordin; Seconded – Ashlie Lawson; Passed – unanimously.</p>
4. Approval of Minutes (2/7/20)	<p>Erica Beam asked for a motion to approve minutes. Adoption of February 7, 2020, Meeting Minutes:</p> <p>Motion to approve – Sarah Nordin; Seconded – Laura Maghoney; Passed – unanimously.</p>
5. Public Comments	There were no public comments.
6. Information Items:	Erica asked committee members to encourage faculty to attend the Distance Education flex events on March 10.
<i>a. March 10th flex events at Vacaville</i>	
<i>b. Faculty use of Canvas</i>	Erica asked committee members to encourage their school faculty to use Canvas for announcements and grades in the event there is some type of emergency during the semester.

<p>c. <i>NetTutor minutes</i></p>	<p>Erica reminded committee members that <i>NetTutor</i> minutes were purchased with equity funds to mainly help English and math students as well as other students.</p> <p>See attached <i>NetTutor</i> minutes used as of March 5, 2020, and data showing percentage used by category.</p>
<p>d. <i>DE Coordinator job description and posting</i></p>	<p>Erica shared with the committee a final version of the DE Coordinator job description that she submitted to the Academic Senate President LaNae Jaimez.</p> <p>See attached the DE Coordinator Job Description.</p>
<p>e. <i>DECT grant funds</i></p>	<p>Erica said captioning through the DECT grant is available and encouraged members to let other faculty know the service is available by submitting a request for services to Carol.</p>
<p>f. <i>Portfolium</i></p>	<p>Deferred to a later time.</p>
<p>7. Discussion/Action Items:</p>	
<p>a. <i>OEI Exchange</i></p>	<p>Erica asked the committee if the OEI Exchange was something they wanted to discuss and consider. Sarah Nordin replied with a yes.</p> <p>Erica asked for a motion to discuss participation by Solano Community College in the OEI Exchange. Motion to discuss participation in OEI Exchange – Sarah Nordin; Seconded – Ashlie Lawson; Passed – unanimously.</p> <p>Erica explained how the exchange would benefit the home college with credit for completion of certificate or degree as well as the home college classes will get preference by showing up first when students search for a particular class. Erica then explained how the other college would benefit from the FTE if a student were to take a class at a different college. Erica also stated that there are services like <i>NetTutor</i> that would be free in the exchange where as we are currently paying for minutes for <i>NetTutor</i>.</p> <p>Erica asked for a motion to resolve and initiate membership in the OEI Exchange. Erica said she would include that resolution in the next Academic Senate report from Distance Education.</p> <p>The committee responded unanimously to resolve and initiate membership in the OEI Exchange.</p>

b. <i>DE Addendum</i>	<p>Erica said changes have taken place requiring the DE Addendum to have a separate approval process in curriculum. Erica said the addendum process by SCC is insufficient. She said she will put together a plan to present to the committee a process based on what she has found that other colleges are doing.</p>
c. <i>Librarian seat</i>	<p>Erica reminded the committee that they had begun discussions at the previous meeting about the DE committee seat for a librarian. Erica gave a couple of different options for the DE committee to choose from for the committee librarian seat, which included combining the librarian seat with a counselor seat so either available could attend, or making the seat an ex officio seat so it would not count toward quorum.</p> <p>Erica asked for a motion to discuss the librarian seat. Motion for how a librarian will be included into the DE Committee – Sarah Nordin; Seconded – Michelle Arce; Passed – unanimously.</p> <p>The committee discussed the seat and preferred the combination seat.</p> <p>Erica asked for a motion to make the librarian/counselor seat an either or one seat on the committee rather than two separate seats. Motion to make the seat a combination one seat as either librarian or counselor – Sarah Nordin; Seconded – Robin Sytsma; Passed – unanimously.</p>
d. <i>Emergency fill in recommendation</i>	<p>Deferred to a later time.</p>
e. <i>Support of DE training recommendation</i>	<p>Erica reminded committee members that this topic was discussed at the last meeting. Erica said she would like a recommendation be made by the DE committee for the senate to support efforts and decisions made by the union and negotiations in supporting equitable pay to faculty for developing and teaching in a different modality, which was similarly made to faculty for the inmate education program.</p> <p>Erica asked for a motion to recommend senate support for equality in pay to faculty teaching in a different modality. Motion for senate support for equitable pay to faculty developing and teaching in a different modality – Sarah Nordin; Seconded – Ashlie Lawson; Passed – unanimously.</p>
f. <i>Course Shell Reviews</i>	<p>The committee finished reviewing the NURS 111 course shell, and then reviewed HIST 002 and HIST 003.</p>

8. Next DE Meeting

Erica asked for a motion to approve NURS 111, HIST 002, and HIST 003.

Motion to approve the classes listed above – Ashlie Lawson;
Seconded – Elizabeth Freed; Passed – unanimously with one
exception to abstain by Svetlana Podkolzina.

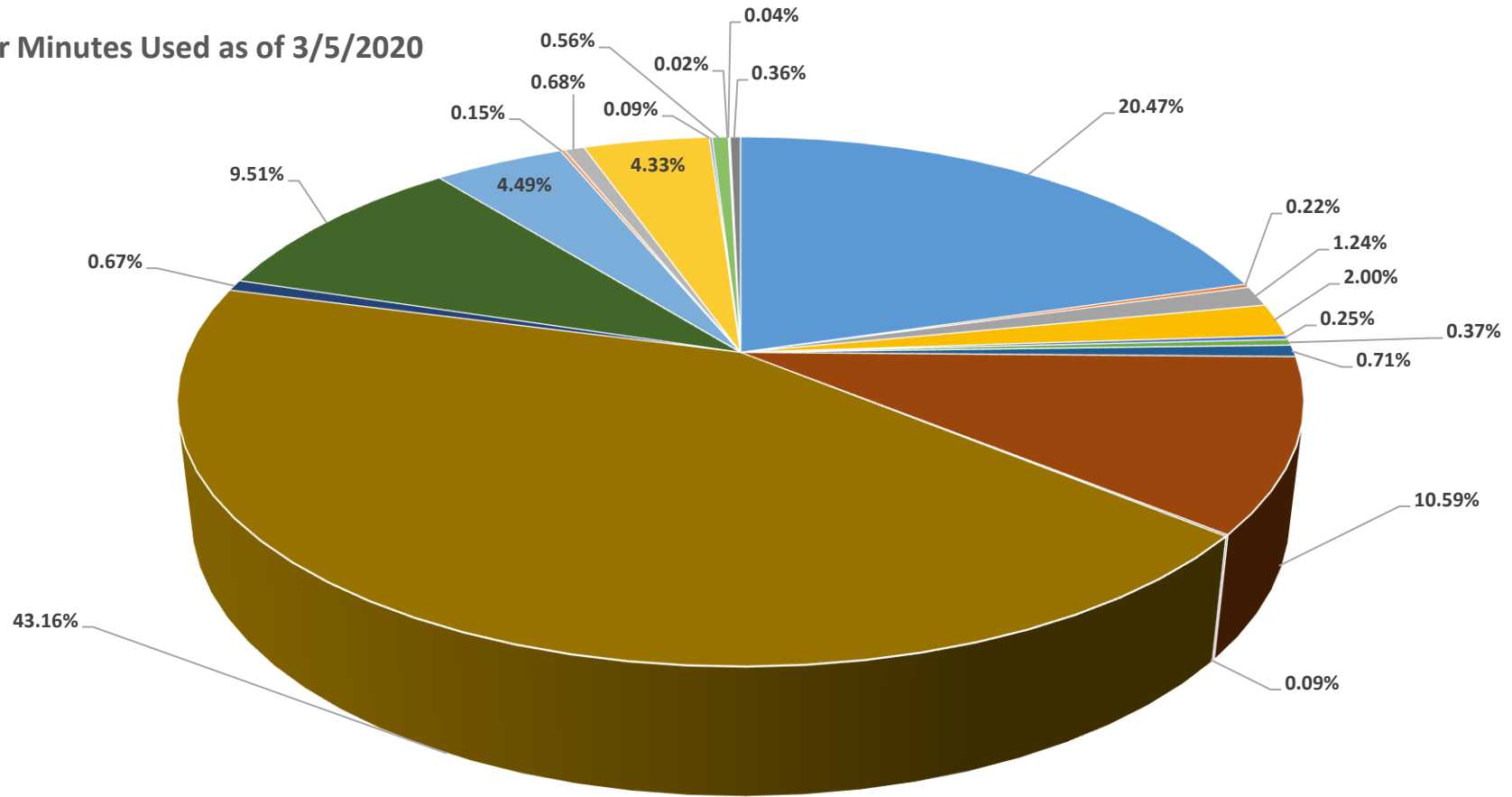
9. Adjournment

The next meeting is scheduled for April 3, 2020, through
ConferZoom from 10:00 a.m.-12:00 p.m.

Erica Beam asked for a motion to adjourn the meeting.
Motion to adjourn – Elizabeth Freed

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

NetTutor Minutes Used as of 3/5/2020



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

Group	Sessions	Time (minutes)		
Writing	147	3007	20.47%	
Business	4	33	0.22%	
Sociology	9	182	1.24%	
English and Literature	19	294	2.00%	
Child Development	4	37	0.25%	
Nursing and Health	6	54	0.37%	
Music	6	105	0.71%	
Physics	40	1556	10.59%	
Economics	3	13	0.09%	
Math (Algebra, Basic Math, and Pre-Calculus)	216	6341	43.16%	
Chemistry	12	99	0.67%	
Math (Statistics and Probability)	65	1397	9.51%	
Computer Science and IT	28	659	4.49%	
Astronomy	1	22	0.15%	
Accounting	5	100	0.68%	
Math (Calculus and Above)	26	636	4.33%	
History	2	13	0.09%	
Biology	5	82	0.56%	
Anatomy and Physiology	1	3	0.02%	
Political Science	1	6	0.04%	
Psychology	3	53	0.36%	
	603	14692	100.00%	



ACADEMIC EMPLOYMENT OPPORTUNITY

Distance Education Coordinator

Application Deadline: XXX

Position Description: Under the supervision of the Vice President of Academic Affairs, and in consultation with the Academic Senate, the Distance Education Coordinator provides direction for distance education; serves as liaison between Solano Community College District and the Learning Management System (LMS) vendor; directs the college's participation in statewide initiatives; ensures compliance with Accreditation and Title 5 Distance Education Guidelines.

This is a 30% released time (12 hours per week) opportunity for full-time faculty or a 30% FTE assignment (12 hours per week) for adjunct faculty.

Length of Assignment: The duration of this district-wide assignment is three years, Fall 2020 through Spring 2023.

Duties/Responsibilities:

- Works collaboratively with faculty colleagues and staff in the development and maintenance of SCC distant education;
- Develops procedures to align with legal requirements and current best practices;
- Coordinates with the Distance Education Technician in operating the Learning Management System (LMS);
- Serves as official point of contact with Learning Management System (LMS) vendor and Solano Community College District, participate in regularly schedule calls and meetings;
- Schedules and facilitates (chair) meetings of the Distance Education (DE) Committee in compliance with Brown Act. This includes writing agendas and minutes and timely postings;
- Oversees the Course Shell Review and approval process of the DE Committee;
- Attends Academic Senate meetings as an ex-officio member; provide monthly subcommittee report on the status of DEC activities;
- Lead the Distance Education Committee in setting goals and evaluating DEC effectiveness in accordance with processes established by the Academic Senate;
- Participate in Academic Senate subcommittee coordinator meetings to align subcommittee efforts in meeting AS goals;
- Approve DE Addendums in the curriculum review process - provide guidance, feedback, and recommendations;
- Serve as voting member of Student Equity and Success Council, attend, and participate in meetings;
- Serve on the Technology Committee;

- Collaborate with IT to implement updates, best practices, and new initiatives;
- Coordinate programs to improve student success and support in online classes;
- Direct and facilitate the participation of Solano Community College in the Online Education Initiative of the Chancellor's Office;
- Recommend and monitor the annual Distance Education Program budget;
- Help recruit new online faculty by developing and delivering presentations to the Academic Divisions;
- Participate in the preparation of reports to Chancellor's Office and the Accreditation Commission;
- Design and deliver ongoing faculty training including professional development programs for FlexCal days;
- Communicate timely and regularly with faculty and respond to their requests for information, requirements and deadlines;
- Post official college communication in Canvas as directed for emergencies and other important college wide notices;
- Represent Solano Community College District at meetings of DE Coordinators through the CCC Chancellor's Office and other venues and conferences.

Eligibility: The Distance Education Coordinator must be a current instructor in the District, with at least one year of online teaching experience using the Learning Management System (LMS). It is desired that the DE Coordinator be currently teaching online in the current LMS, CANVAS.

**Application
Information**

**REQUEST FOR CONSIDERATION
Application Deadline: XXX**

Please consider me for the Distance Education Coordinator position.

Name: _____

Current Position: _____

Email: _____

Phone: _____