



Distance Education Committee

Adopted Minutes

May 1, 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

Present: Erica Beam, Carol Zadnik, Michelle Arce, Erin Duane, Elizabeth Freed, Gwen Gallagher, Glenn Keyser, Ashlie Lawson, Jim Long, Laura Maghoney, Sarah Nordin, Scott Ota, Svetlana Podkolzina, Joseph Ryan, and Robin Sytsma

Absent: No absentees

Empty: 1 SBS

**3. Approval of Agenda
(5/1/20)**

Erica Beam asked for a motion to approve the agenda.

Adoption of May 1, 2020, DE Agenda:

Motion to approve – Sarah Nordin; Seconded – Jim Long; Passed – unanimously with the following vote:

Vote: Motion to approve the May 1, 2020, DE Agenda.

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

**4. Approval of Minutes
(4/3/20)**

Erica Beam asked for a motion to approve minutes.
Adoption of April 3, 2020, Meeting Minutes:
Motion to approve – Sarah Nordin; Seconded – Jim Long; Passed –
unanimously with the following vote:

Vote: Motion to approve April 3, 2020, Meeting Minutes:

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

5. Public Comments

Erica shared the MOU with committee members that was sent out to faculty on April 30th. She stated that full-time faculty must meet one of the criteria listed in the MOU to be eligible to teach more than 60 percent online in the fall provided Solano Community College is no longer under a COVID 19 emergency.

See attached the list of the four criteria in the MOU for full-time faculty.

6. Information Items:

a. DE Coordinator (5 min)

Erica announced that she is excited to continue serving as the DE Coordinator for the next three years.

b. Welcome Erin Duane (5 min)

Erica extended a warm welcome to Erin Duane in joining the DE Committee.

c. Recommendations made to Senate approved (5 min)

Erica asked committee members to refer to the three recommendations by the DE Committee to the Senate listed in the April DE minutes. She announced that the three recommendations have been approved by the Senate.

d. Training schedule through fall semester (5 min)

Erica shared the schedule for the upcoming training classes, which include *Introduction to Online Teaching* offered as a one-week and four-week class along with a *Creating Accessible Course Content* offered as a four-week class.

- e. *Flex events for fall 2020 (5 min)* Erica will present flex activities in August that will include topics that cover the process of aligning with the rubric and grading in Canvas. Erica and Heather Watson-Perez plan to present a flex activity together in October on equity. Erica invited committee members to sign up and volunteer to present a flex activity for a topic that they would like to present. She offered her assistance as well to those interested in volunteering.
- f. *NetTutor minutes (5 min)* A graph with *NetTutor* minutes used through April 28th was shared with the committee. Math shows the highest percentage of use. Erica encouraged all to make the *NetTutor* link available in Canvas to students for use.

See attached *NetTutor* Minutes Used by Percent and Category.
- g. *ConferZoom security settings (5 min)* Erica encouraged committee members to update their zoom desktop app to the latest version 5.0.0 due to zoom bombing. This version includes all the new security settings like the waiting room and a password feature.

7. Discussion/Action Items:

- a. *Expand DE Committee (10 min)* Erica said the DE Committee needs to expand its membership to get through all the anticipated faculty course shell reviews in the fall, and asked committee members for ideas on how this might be accomplished. After discussing the topic, Erica asked for a motion to expand the DE Committee by double representation.

Motion to expand– Sarah Nordin; Seconded – Jim Long; Passed – unanimously with the following vote:

Vote: Motion to approve expansion of the DE Committee by double representation.

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

b. *DE Addendum approval process (5 min)*

All classes taught online after Fall 2020 will need a DE Addendum. Erica stated that the current process for DE Addendums does not address all the requirements under Title 5. There are three things specific to Distance Education that Solano needs to address, which includes delivery of curriculum course outcomes, how regular and effective contact will be met, and how accessibility will be met.

Erica shared a form used by Modesto Junior College with committee members and discussed all the different components of the form. Erica asked for a recommendation that this form be adopted for the process at Solano. Erica asked for a motion to recommend the form for DE Addendums.

Motion to recommend form – Sarah Nordin; Seconded – Svetlana Podkolzina; Passed – unanimously with the following vote:

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

c. *DE Committee meeting calendar for Fall 2020 and Spring 2021 (10 min)*

Erica said she would like to have the DE Committee meet twice a month in the fall semester to allow for extra time to get through all the anticipated shell reviews and DE business. She presented two options for committee members to discuss with regard to dates and times for meetings. The committee decided on Option 2, which is to meet on the 1st and 3rd Friday of the month from 10 a.m. through 12 p.m. on zoom. Erica asked for a motion to adopt Option 2.

Motion to adopt Option 2 – Glenn Keyser; Seconded – Sarah Nordin; Passed – unanimously with the following vote:

Vote: Motion to adopt Option 2.

Sarah Nordin	Yes
Erin Duane	Yes
Jim Long	Yes
Ashlie Lawson	Yes
Gwen Gallagher	Yes
Glenn Keyser	Yes
Laura Maghoney	Yes
Elizabeth Freed	Yes
Svetlana Podkolzina	No
Michelle Arce	Yes
Robin Sytsma	Yes

The DE Committee then discussed deadline dates. Erica suggested November 1, 2020, as a deadline for everything 2021, and then April 1st for Spring 2022. Erica asked for a motion to adopt suggested deadlines dates.

Motion to adopt November 1, 2020, and April 1, 2021, deadlines dates – Sarah Nordin; Seconded – Ashlie Lawson; Passed – unanimously with the following vote:

Vote: Motion to adopt deadline dates.

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

d. *DE Committee work during the summer (5 min)*

Erica asked members to send her an email if they would be interested in assisting with the grading on the *Introduction to Online Teaching and Learning* course, mentoring or reviewing shells, and/or checking DE Addendums during the summer. She stated there might be funds available for assistance with this work. Michelle mentioned she would prefer applying the time worked during the summer toward flex time. Erica felt flex time would be acceptable as well.

e. *Evaluation process for reciprocal training (10 min)*

Currently, the DE Committee accepts faculty training from @ONE as an alternative to the training classes that Erica has provided online. Svetlana suggested the committee develop a process to evaluate other training programs at other institutions as a means to satisfy the training requirements at Solano Community College. The committee discussed the topic and then Erica asked for a motion to create a process.

Motion to create a process – Svetlana Podkolzina; Seconded – Sarah Nordin; Passed – unanimously with the following vote:

Vote: Motion to create a process.

Sarah Nordin	No
Jim Long	No
Ashlie Lawson	No
Gwen Gallagher	No
Glenn Keyser	No
Laura Maghoney	No
Elizabeth Freed	No
Svetlana Podkolzina	Yes
Robin Sytsma	No
Michelle Arce	No
Erin Duane	No

The committee continued discussions on their decision and their vote for a process to look at and consider other institutional trainings, and decided to table consideration on the topic. It was decided that Erica would ask the Senate representative for part-time faculty to acquire feedback on the subject and provide it to the DE Committee so a better-informed decision could be made on the topic. Erica asked for a motion to table the topic for further discussion later.

Motion to table topic to evaluate and consider other institutional trainings – Erin Duane; Seconded – Ashlie Lawson; Passed – unanimously with the following vote:

Vote: Motion to table topic.

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

Robin Sytsma	Yes
Michelle Arce	Yes
Erin Duane	Yes

f. *DE Goals and Accomplishments (5 min)*

Erica listed the following as accomplishments for the past year:

- implementation of *NetTutor*
- Blueprint for all course shells
- Canvas Orientation Student Guide
- successfully transition to online learning campus wide

Erica listed the following as goals for the next year:

- build a center of innovation
- have all faculty go through training and shell review process
- approve all DE Addendums to comply with Title 5
- create a DE handbook

g. *Course Shell Reviews (15 min)*

Erica announced there are three shells that have completed the DE review process and are ready for approval. She asked for a motion to approve MATH 011 (BV), ASL 005 (GG), and COUN 005 (AL).

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

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

Erica presented a question from a faculty member who inquired as to whether or not the last 25 percent of course material could be submitted for review to the DE Committee rather than the first 25 percent of course material since many faculty members had to put the end of the spring semester classes online due to COVID 19. The committee discussed it and concluded that no such preference in course material submittals is identified as preference and this is acceptable.

8. Next DE Meeting

The next meeting is scheduled for August 21, 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

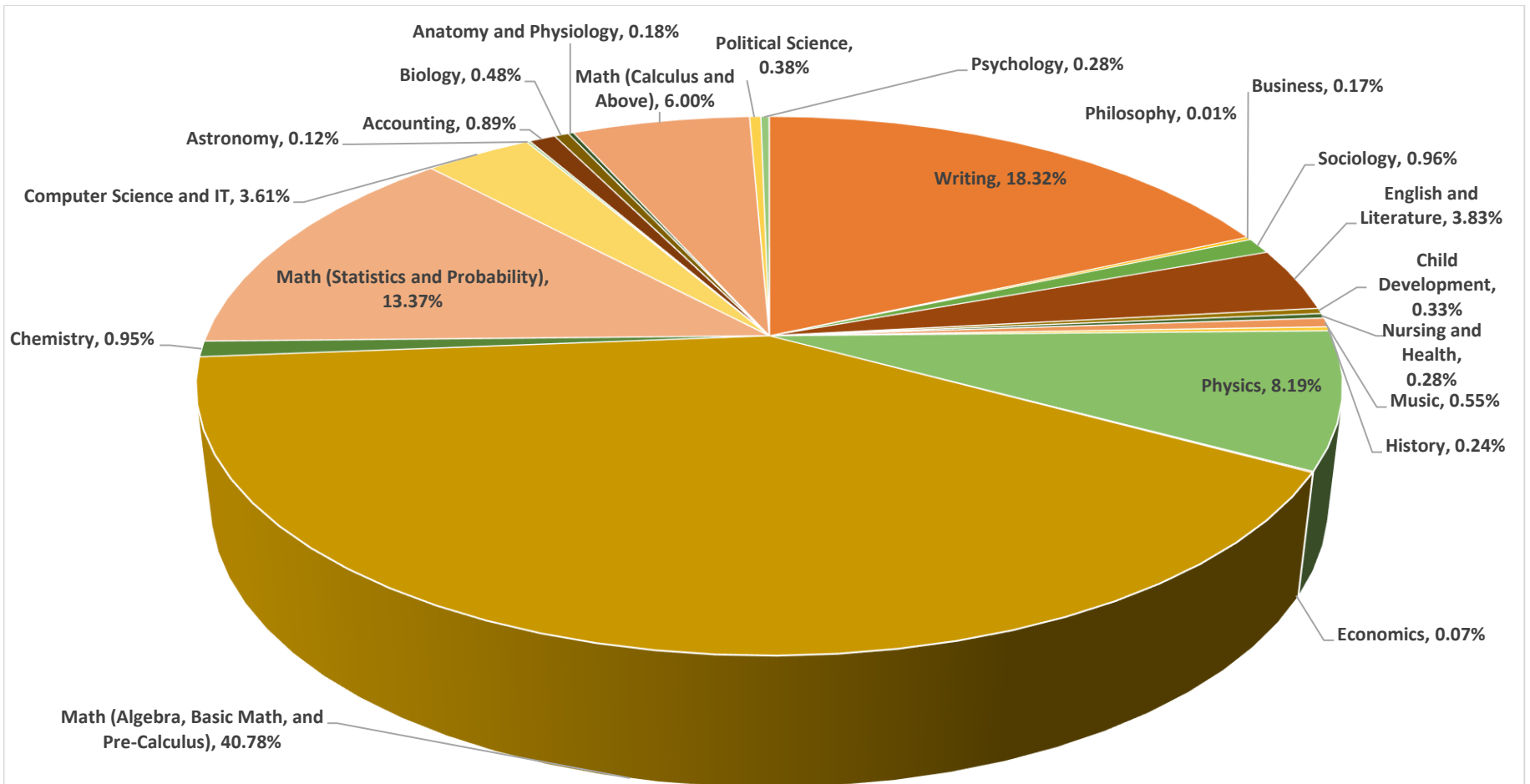
The meeting was adjourned at 12:00 p.m.

Public Comments

MOU

Limiting online assignments to a total of .60 FTE of a full-time faculty member's load, shall be suspended for faculty who meet any of the following criteria:

- Any faculty member who has had at least one course approved through the current OEI-based approval process. Faculty should confirm with the DE Committee whether or not their course has been approved by this standard
 - Any faculty member who has completed both modules of the current DE training, or the equivalent training offered through @One, and who will put a course shell in the DE Committee approval queue no later than the start of the Fall 2020 semester
 - Any faculty member who has signed up to complete both DE training modules by the end of summer 2020, and will have a class shell in the DE Committee approval queue no later than Fall 2020
 - Any faculty member with over 3 years of experience teaching online at Solano College AND who has either completed DE Training Module 2 (Accessibility) or who is enrolled to complete this module by the end of summer and who will submit an updated course shell for DE Committee approval no later than Fall 2020.
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Minutes Used by Category 4/28/20

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