



Distance Education Committee

Adopted Minutes

December 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 by DE committee member, Laura Maghoney at 10:00 a.m. as Chair/DE Coordinator Erica Beam was delayed in arrival. Erica Beam arrived at 11 a.m. and chaired the meeting from 11 a.m. through 12 p.m.
2. Roll Call	<p>Present: Erica Beam, Carol Zadnik, Elizabeth Freed, Gwen Gallagher, Glenn Keyser, Ashlie Lawson, Laura Maghoney; Sarah Nordin; Scott Ota; and Robin Sytsma</p> <p>Absent: Michelle Arce (SBS); Svetlana Podkolzina (MS); and Joseph Ryan (Dean of MS)</p> <p>Empty: 1 Librarian, 1 SBS, 1 Math/Science</p>
3. Approval of Agenda (12/6/19)	<p>Laura Maghoney asked for a motion to approve the agenda. Adoption of December 6, 2019, DE Agenda: Motion to approve – Sarah Nordin; Seconded – Ashlie Lawson; Passed – unanimously.</p>
4. Approval of Minutes (11/1/19)	<p>Laura Maghoney asked for a motion to approve minutes. Adoption of November 1, 2019, Meeting Minutes: Motion to approve – Sarah Nordin; Seconded – Robin Sytsma; Passed – unanimously.</p>
5. Public Comments	There were no public comments.
6. Information Items:	
<i>a. Senate After Dark (5 minutes)</i>	Erica announced the invitation has been extended to the subcommittees of the Academic Senate to attend the Senate After Dark event, which includes the DE Committee. She encouraged members to RSVP LaNae Jaimez if they would like to attend.
<i>b. Canvas Guide for Students (10 minutes)</i>	Carol shared a chart showing minutes used to date for <i>NetTutor</i> services, and conveyed to committee members that math and english are using the majority of those minutes.

See the attached *NetTutor* Minutes Used by Discipline Chart as of December 6, 2019.

Carol passed around a sample of the Canvas Student Guide printed in color. The guide will be four pages of Canvas topics. Carol asked members to keep the copy of the guide and email her with any suggestions for additional Canvas topics that he/she would like to see included in the guide. Glenn inquired as to when the guide will be done and how it will be disseminated. Carol said she would finish it during the spring semester and it will be made available online. She mentioned some could be given to ASTC to hand out to students. Ashlie suggested the Counseling Department as a good resource to supply the guide to students as well.

See attached the SCC Canvas Student Guide draft as of December 6, 2019.

c. *Distance Education Coordinator job description (20 minutes)*

Erica asked committee members if they have any feedback for the DE Coordinator job description. Sarah said it needs to be increased to 40 percent release time. Erica said there is a huge opportunity to grow online education and online generates significant FTEs. Erica asked the committee how they would feel if she writes a letter to the senate and to the faculty association asking for more support in funding for faculty online training and the development of online classes for the program.

Carol said she would like to see identification of accreditation evidence added to the DE Coordinator job description. Erica said she would like to add that the DE Coordinator is to serve on the Success and Equity Committee as DE representation and on the Academic Senate Committee as Ex Officio. Erica said as DE Coordinator she also spends a lot of time advocating with the union and senate for workload measures. Erica said she will spend some time putting this information together for the committee to vote on at the first spring meeting.

7. Discussion/Action Items:

a. *Student support groups in Canvas (10 minutes)*

Erica said there is no policy regarding the utilization of Canvas by other departments and groups for disseminating information to students. Some of the concerns raised during discussions included FERPA violations, gradebook use, as well as training and accessibility issues. Erica mentioned that other departments and groups will have more access moving forward to utilize Solano's web site for forms and information. The committee felt considering all the factors mentioned that utilizing Canvas in this way would not be a good idea.

- Erica Beam asked for a motion to deny utilization of Canvas by other departments and groups to disseminate information at this time. Motion to deny at this time – Sarah Nordin; Seconded – Laura Maghoney; Passed – unanimously.
- b. *Global Announcement standards in Canvas (10 minutes)* Erica said there is no policy regarding Canvas global announcements. Committee members discussed this topic and decided to defer it to the next DE meeting on February 7, 2020.
- Erica Beam asked for a motion to defer the global announcement topic to the February 7, 2020, DE meeting. Motion to defer to February DE meeting – Sarah Nordin; Seconded – Ashlie Lawson; Passed – unanimously.
- c. *Approve courses in process (30 minutes)* Laura Maghoney shared three course shells up for approval with committee members following Carol’s presentation. She began with HED 003. Robin and Ashlie who are the final reviewers for the course expressed concerns that the course objectives are not listed at the beginning of each module. Section A10 of the OEI Rubric is an additional concern that does not appear to be addressed in the course shell. It was also suggested that the instructor make a rubric for all the discussions in the course. Laura mentioned the navigational language for the course references weeks, units, modules, and chapters, which could be confusing for a student. Gwen asked if the videos were close captioned. Carol said videos cannot be close captioned through the DECT Grant until the class is scheduled and has a CRN assigned to it.
- The committee reviewed and discussed the ANTH 001 shell next. Laura asked that two committee members volunteer as final reviewers to fill out the OEI Rubric as the committee reviewed the course shell. Ashlie and Elizabeth volunteered to be final reviewers. Each module began with learning objectives. Rubrics are included with all the discussions and assignments. The material is consistently organized throughout the course so students can navigate easily. Ashlie mentioned she is concerned that there is very little multimedia included in the shell. Robin commented however that the shell is well organized.
- Laura asked for two committee members to volunteer as final reviewers to fill out the OEI Rubric as the committee reviews the CDFS 080 course shell. Robin and Ashlie volunteered to be final reviewers as the committee goes through the course. Elizabeth pointed out that the course title needs to be typed into the course title place holder on the Course Description page. The committee agreed that this course is also well organized.

The committee decided to wait for Erica Beam to join the meeting before a vote would be taken on the three shells.

Upon return, Erica also inquired about the three shells reviewed by the DE Committee. The committee advised Erica that they are ready to approve two of the three courses listed above. They said they were ready to approve ANTH 001 and CDFS 080.

Erica Beam asked for a motion to approve ANTH 001 (NW) and CDFS 080 (BA).

Motion to approve the ANTH 001 (NW) and CDFS 080 (BA) class – Laura Maghoney; Seconded – Robin Sytsma; Passed – unanimously.

Committee members conveyed their concerns and decision to Erica regarding the HED 003 (SS) class.

Erica Beam asked for a motion to delay approval for HED 003 (SS) at this time.

Motion to delay approval of HED 003 (SS) – Sarah Nordin; Seconded – Glenn Keyser; Passed – unanimously.

*d. Assign Mentors
and Reviewers (30
minutes)*

There are no mentors or reviewers needed for assignments at this time.

8. Next DE Meeting

The next meeting is scheduled for February 7, 2020, in Room 505 from 10:00 a.m.-12:00 p.m.

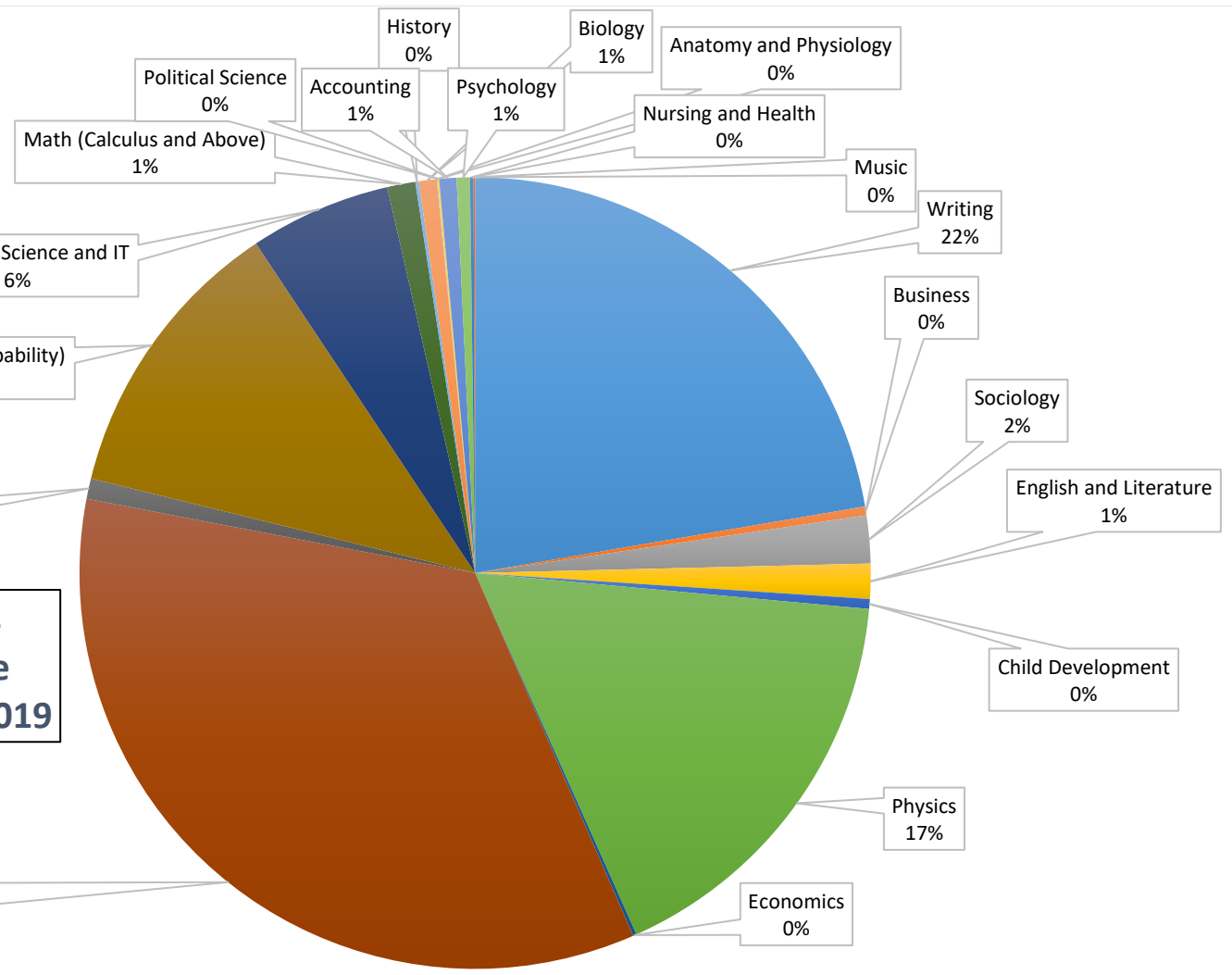
9. Adjournment

Erica Beam asked for a motion to adjourn the meeting.

Motion to adjourn – Glenn Keyser

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

**NetTutor Minutes
Used by Discipline
as of December 6, 2019**



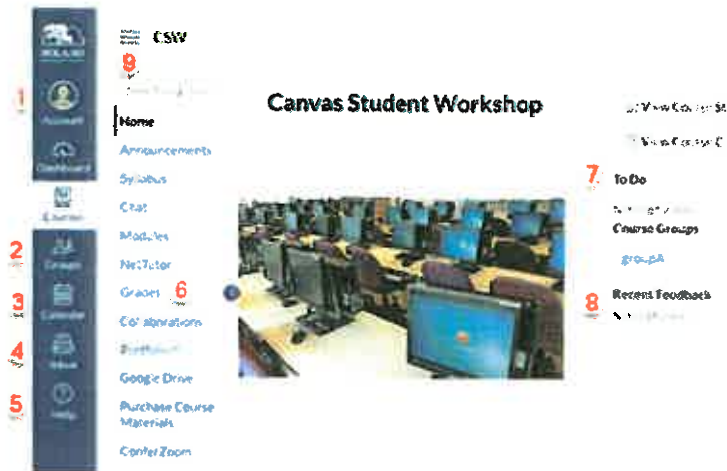
- Writing
- English and Literature
- Economics
- Math (Statistics and Probability)
- History
- Political Science
- Nursing and Health
- Business
- Child Development
- Math (Algebra, Basic Math, and Pre-Calculus)
- Computer Science and IT
- Biology
- Accounting
- Music
- Sociology
- Physics
- Chemistry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



SCC Canvas Student Guide

Getting Started in Canvas

Use your MySolano user name and password to log into <https://solano.instructure.com>. The Google Chrome Browser is recommended for best results.



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. Search the Canvas Guides 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

Once You Get Into Your Course

1. Check your Home Page
2. Check your Syllabus
3. Check Announcements
4. 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 Guides:
 - a. **Student Guide**
<https://community.canvaslms.com/community/answers/guides/canvas-guide>
 - b. **Mobile Guide**
<https://community.canvaslms.com/docs/DOC-4048>
3. Clear your browser's cache (Canvas Guides).
4. Create a folder on your computer or in Google for each class you take.
5. Download Word and/or Google Docs on your mobile devices.
6. Save your discussion replies and assignments on Microsoft Word or Google Docs and then in your course folder.
7. *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
8. Install the **Canvas Student App** on mobile devices.

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.

Announcement

Announcement C

New Announcement In your course

4. Select one of the four notification preferences:



notify me right away



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 and toggle the Enable Push Notifications button and then choose Allow Notification in Settings.
3. Open Notification Preferences and 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

Mark All as Read

Show 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 (must be an accepted submission type)
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 and click on select a file to upload and navigate to the file and choose it.
4. Alternatively, click on Additional Options and choose a file from your Google Drive
5. Click Continue
6. 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 
4. 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

Submission

✓ Submitted!

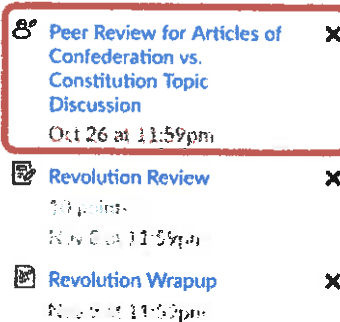
Oct 24 at 8:58am

[Submission Details](#)

[Download my assignment.docx](#)



To Do



3. Submit your comments and click Save.

Find my Peer Review Feedback

1. 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.



SCC Canvas Student Guide

Installing & Using LockDown Browser

LockDown Browser cannot be used on a cell phone.
LockDown Browser is installed on the campus library computers.

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 solano.instructure.com, navigate to your quiz, and click on Take the Quiz

LockDown Browser iPad Installation:

1. Check with your Instructor to be sure he/she enable 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 you are hard plugged into an outlet. LockDown Browser will not work with a public Wi-Fi connection.