



Distance Education Committee

Adopted Minutes

ConferZoom

<https://cccconfer.zoom.us/j/94964307783?pwd=Tmw5amRndTVIR3VTSVFVbWdVcHJLQT09>

Friday, August 20, 2021

10 a.m.-12 p.m.

1. Call to Order (5 min)	The Distance Education Committee Meeting was called to order at 10 a.m. by DE Coordinator Erica Beam.
2. Roll Call (5 min)	<p>Present: Erica Beam, Carol Zadnik, Michelle Arce, Erin Duane, Elizabeth Freed, Gwen Gallagher, Winifred Hunton-Chan, Glenn Keyser, Ashlie Lawson, Jim Long, Sarah Nordin, Scott Ota, John Perez, Genele Rhoads, Robin Sytsma, and Peter Zitko</p> <p>Absent: Laura Maghoney, Pam Muick and Neil Glines</p> <p>Guests: Marissa McDowell, Michelle Smith and LaNae Jaimez</p>
3. Approval of Agenda 8/20/21 (5 min)	<p>Erica Beam asked for a motion to approve the agenda.</p> <p>Adoption of August 20, 2021, DE Agenda:</p> <p>Motion to approve – Erin Duane; Seconded – Sarah Nordin; Passed – unanimously.</p>
4. Public Comments (5 min)	<p>Michelle Smith announced there is additional Peer Online Course Review (POCR) Training being offered next week and throughout the fall semester by the Online Education Initiative. She included https://app.smartsheet.com/b/form/66bfc81d271447a9ebf195e739ed58b as the site link. There will be a Check-In and Group Norming session available from 10 a.m. through noon on Tuesday, September 21 for those who have completed the training.</p> <p>LaNae Jaimez thanked the committee for assisting all faculty with mentoring and training in alignment with the OEI Rubric.</p>
5. Information Items (40 min) <i>a. Information items</i>	<p>Erica demonstrated the new ticket system created at support.solano.edu and asked that everyone begin using it rather than sending help requests to personal email addresses. The system allows for faculty and students to monitor the progress of their ticket and enables better tracking for areas that need improvement.</p>

b. *Tech tips
and Canvas
updates*

New quizzes will be implemented in Canvas in the future as default to take the place of the current quiz version available in Canvas now. Erica will plan to implement new quizzes during the break between fall and spring semester.

Erica discussed Beta Discussions which is now available to try through Canvas; however, she does not favor the use of it since it does not support rubrics.

Erica encouraged members to look at the new Analytics feature available for your Course Navigation. Erica plans to provide a demonstration on the online Attendance feature, which reflects student engagement and participation in a class. She and the committee will decide on some basic parameters for this feature before it is implemented institutionally.

c. *Coordinator
report*

Erica announced there are training sessions available through @ONE. She plans to offer the *Introduction to Online Learning* training course from 8/23 through 9/19/21, and the *Creating Accessible Course Content* training from 8/23 through 9/19/21 as well as 9/20 through 10/17/21.

Erica announced the Midterm Accreditation Report is coming up and she has contributed many recommendations and resources on Distance Education for the report. Erica invited interested members to contribute to the report or other discipline specific areas of the report by contacting Saki Cabrera or Isabel Anderson.

Erica asked for suggestions for October FLEX. Erica said enabling and using the Notes Column in the Canvas faculty gradebook is a popular feature and demonstrated its usefulness to the committee. The notes are retained as well when exporting the gradebook as an excel file.

Erica announced the exceptions made regarding the Brown Act and meeting in-person verses virtually may end October 1. If the exceptions are not extended and the DE Committee does not meet in-person, the Academic Senate will act on DE items on behalf of the DE Committee.

7. **Discussion/
Action Items
(60 min)**

a. *Instructional
design
consultant*

Erica announced Solano Community College has hired an Instructional Design Consultant Firm. She said the firm mentioned specifically helping with the math and English disciplines. Erica asked that they help faculty one-on-one and that they host some FLEX training events in October. Erica explained the firm has a team of members that specialize in different things like educational technology and social media. She asked for ideas and feedback that she might be able to share with administration and the firm regarding what areas faculty would like to have help.

b. *Mentoring Questions and Status*

Erica asked members to message her privately if he/she is able to mentor additional shells and faculty. She will set up the mentors in the appropriate shell. Erica proceeded by going over the mentorship, final review, and accessibility list. She also asked members to update his/her status on their shells.

Erica asked for a motion to approve the ENGL 001 AC and MATH 002 KM shells.

Motion to approve – Genele Rhoads; Seconded – Michelle Arce; Passed unanimously with the following vote:

<u>Member</u>	<u>Vote</u>
Glenn Keyser	Yes
Gwen Gallagher	Yes
Robin Sytsma	Yes
Jim Long	Yes
Ashlie Lawson	Yes
Elizabeth Freed	Yes
Sarah Nordin	Yes
John Perez	Yes
Peter Zitko	Yes
Michelle Arce	Yes
Andrew Wesley	Yes
Erin Duane	Yes
Michelle Arce	Yes
Genele Rhoads	Yes

c. *Assign mentors*

Erica will email members for mentorship and put them in shells and notify members assigned to final reviews.

8. **Next DE Meeting (9/3/21)**

The next meeting is scheduled for September 3, 2021, by *ConferZoom* from 10 a.m.-12 p.m.

9. **Adjournment**

Erica Beam asked for a motion to adjourn the meeting.
Motion to adjourn – Sarah Nordin; Seconded – Michelle Arce
The meeting was adjourned at 12:00 p.m.