Agenda
Distance Education Committee Meeting
Friday, March 4, 2022, 10:00 am – 12:00 PM
ConferZoom

1. Call to order (1 min.)
2. Roll call (4 min.): John Perez (chair), Shawna BuShell (guest speaker), Neil Glines (guest), Glenn Keyser, Erin Duane, Robin Sytsma, Peter Zitko, Laura Maghoney, Ashlie Lawson, Gwen Gallagher, LaNae Jaimez (guest), Michelle Smith, Cynthia Jourgensen, Elizabeth Freed, Sarah Nordin
   a. Introductions
3. Approval of Agenda 3/4/22 (4 min.): Motion (Sarah), 2nd (Glenn); approved
4. Approval of Meeting Minutes – 2/4/22 (10 min.): Approved (Sarah), 2nd (Erin)
   a. Review Membership (5 min.)
      i. Appendix A (voting members): Reviewed, Discuss details of Scott Ota's position. SBH faculty?
      ii. Appendix B (non-voting members): Reviewed, SBH faculty?
5. Public comments (5 min.): Scott Otta has left his position at SCC which resulted in the approval from VP Williams, Dean Glines and LaNae Jaimez for LeighAnne Jones to temporarily help out in that role. Michelle Smith encouraged for members to look at your transcripts on the Vision Resources Center. Sarah Nordin has kept in communication with C. Zadnik to work if needed.
6. Information items
   a. Instructional Design Team Overview – Shawna BuShell (20 min.): Reviewed roles of Instructional designers and access to team should go through John or VP Williams. Michelle and John will review the onboarding shell created by Shawna Bushell consulting.
   b. Coordinator report (10 min): Updated Senate
7. Discussion/Action Items
   a. Mentor Status (5 min.): John and LeighAnne to the shared drive.
   b. Canvas App Review (5 min.): Reviewed list of apps that are being paid for to ensure which ones we used and do not use that will benefit the college.
      i. Appendix C – LTIs: Reviewed
   c. New Instructor Training (15 min.):
      i. Plan: Online Program reviewed and the importance how to move forward with training and how it will be implemented.
      ii. Approval: No approval needed.
   d. CVC Exchange Overview (30 min.): Sample resolution to make SCC a CVC Exchange College. Neil Glines presented the question, if we join to

the CVC Exchange College allow students the opportunity to take course at SCC at higher unit value than those at sister colleges?
  - i. Timeline
  - ii. Appendix D - Preliminary courses
  - iii. Senate Resolution: Presented, reviewed and passed. /motion (Sarah), 2nd (Robin
8. Next D.E. Meeting – April 1, 2022, 10:00 AM
   a. CVC Guest Presentation
   b. New Instructor Training Update
9. Adjournment (1 min.): Motion (Sarah), 2nd Erin

D.E. Spring 2022 Meeting Schedule
All meetings are 10:00-12:00 PM
Friday, April 1
Friday, May 6

Appendix A

Committee Membership – Voting Members

Name	Title/Position	Voting Member	Discipline	Notes
John D. Perez	Distance Education Coordinator, Chair	Yes	Communication Studies	(Tie votes)
Jim Long	Biology Faculty	Yes	Math and Science Faculty	1 of 2
Genele Rhoads	Mathematics Faculty	Yes	Math and Science Faculty	2 of 2
Elizabeth Freed	Nursing Faculty	Yes	Health Science Faculty	1 of 2
Robin Sytsma	Nutrition Faculty	Yes	Health Science Faculty	2 of 2
Sarah Nordin	Criminal Justice Faculty	Yes	Applied Technology and Business Faculty	1 of 2
Laura Maghoney	Economics Faculty	Yes	Applied Technology and Business Faculty	2 of 2
Gwen Gallagher	American Sign Language Faculty	Yes	Liberal Arts Faculty	1 of 2
Winifred Hunton-Chan	English Faculty	Yes	Liberal Arts Faculty	2 of 2
Glenn Keyser	English Faculty		Liberal Arts Faculty	
Michelle Arce	History Faculty	Yes	Social & Behavioral Science Faculty	1 of 2

		Yes	Social & Behavioral Science Faculty	2 of 2
Erin Duane	Learning Resources Faculty	Yes	Library	1 of 1
Ashlie Lawson	Counseling Faculty	Yes	Counseling	1 of 1

Appendix B

Committee Membership – Non-Voting Ex-officio Members

Name	Title/Position	Voting Member	Discipline	Notes
Peter "Tony" Zitko	Assoc. Dean of External Programs	No	Political Science	1 of 1
Rei Rei Leal	Technology Service & Support	No	Multimedia Lab Technician	1 of 1
Leigh Anne Jones	Distance Education Technician	No	Liberal Arts	1 of 1

Appendix C

Applications Within Canvas Supported by Solano College

Applications	Canvas LTI	Essential?	Cost	Notes
Ally				
ArtsPeople (ticketing)				
Cadmus				
Camtasia				
CAS (SciFinder)				
CourseKey	Yes			
DataCamp				
eLumen	No			
Labster				
The Learning Underground (Liquid Syllabus)				
LibreText				
Name Coach	Yes	No	$5,000	Renewed 3/1/22
NetTutor				
Ocelot				
Omni (Modern Campus)				
Padlet				
Playposit				
Polaris				
Proctorio				
Pronto				
Quadient (lockers)				
Qualtrics				
Respondus				
SARS				
Scantron				
Siteimprove				
SPSS (one license in PSYC department)	No			
Studio (Canvas; may not be separate)	Yes			
Submittable				
Tableau				
Taskstream				
Tassel				
Top Hat	Yes			
Turnitin	Yes			

Appendix D

Preliminary Courses for the CVC

Course	Title	Instructor	POCR Certified?	Discipline	Notes
ARTD 044	Introduction to Digital Design	Rachel Smith		Graphic Design, Animation & Illustration	
ART 045	Graphic Design 1	Rachel Smith		Graphic Design, Animation & Illustration	
TBD		Sarah Wasley-Smith		Graphic Design, Animation & Illustration	
COMM 001	Intro. to Public Speaking	John D. Perez	Yes, 12/2020	Communication Studies	
COMM 010	Interpersonal Communication	John D. Perez	Yes, 12/2020	Communication Studies	
DRAFT 058	Solid Modeling	Cynthia Jourgensen	Yes, Date?	Engineering/Drafting	Med in Inst. Technology and Course Design