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

1. Call to order (1 min.)
2. Roll call (4 min.): John Perez (chair), Andrea Hanstein (guest speaker), Neil Glines (guest), Erin Duane, Robin Sytsma, Peter Zitko, Laura Maghoney, Ashlie Lawson, Gwen Gallagher, LaNae Jaimez (guest), Michelle Smith, Cynthia Jourgensen, Elizabeth Freed, Sarah Nordin, Michelle Arce, Jim Long, Jenny Gonzalez (guest)
    a. Introductions
3. Approval of Agenda 4/1/22 (4 min.): Motion (Sarah), 2nd (Jim); approved
4. Approval of Meeting Minutes – 3/4/22 (10 min.): Approved (Sarah), 2nd (Erin)
    a. Review Membership (5 min.)
        i. Appendix A (voting members):
        ii. Appendix B (non-voting members): Reviewed, SBH faculty?
5. Public comments (5 min.): Senate update, resolution was approved with moving forward with CVC Exchange. Math and Science department voiced their concerned regarding prerequisites and labs being taken at other colleges.
6. Information items
    a. Instructional Design Team Overview – Andrea Hanstein (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.): There are 3 shells being worked to implement accessibility to be reviewed and then voted upon.
        i. Canvas App Review (5 min.): What apps are using? Dream list of what apps to use? What do you need and want? Email any additional questions desired to add to survey.
        ii. Appendix C – LTIs: Courses disappearing: Run date is incorrect causing the course to disappear. Trying to find the originial file which programmed the date to correct error.
        iii. State funding for apps will be ending soon. Apps need to be evaluated to which are being used and not needed.
        iv. Lab – install next week. Contract/approval April 5th
    b. New Instructor Training (15 min.):
        i. Plan: Poker training for new instructors.

      ii. What title v officially state what needs to be involved?Approval: No approval needed.
  c. CVC Exchange Overview (30 min.): Shells are built for Summer and Fall will follow.
      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 Elizabeth

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