Agenda
Distance Education Committee Meeting
Friday, May 6, 2022, 10:00 am – 12:00 PM
ConferZoom

1. Call to order (1 min.)
2. Roll call (4 min.)
   a. Introductions
      i. guests
3. Approval of Agenda 5/6/22 (5 min.)
4. Approval of Meeting Minutes – 4/1/22 (10 min.)
5. Public comments (5 min.)
6. Information items (10 mins.)
   a. Coordinator report (5 min)
      i. Senate update 4/25/22
      ii. Update CVC POCR process (Summer)
   b. Spring 2022 Assessment
      i. Appendix E.
7. Discussion/Action Items
   a. Equivalency Proposal
      i. Appendix F.
   b. Mentor Status (20 min.)
      i. Shell review – 1 shell
      ii. Discussion
      iii. Vote to approve shell
   c. Canvas Apps/LTIs (10 min.)
      i. Appendix C.
   d. End of semester faculty technology survey (10 min)
   e. Canvas Shells for Summer and Fall (2022) (5 min.)
   f. New Instructor Training/POCR Process (5 min.)
      i. Sub-committee meeting (TBD)
8. Fall preparations (20 mins.)
   a. Next D.E. Meeting – August 26, 2022, 10:00 AM
      i. New Instructor Training Update
      ii. Canvas onboarding for new instructors
      iii. Online training and equivalency
   b. Review Appendix G., proposed schedule
9. Adjournment (1 min.)

Appendix E.
Spring 2022 Distance Education Goals Assessment

Focal Area(s)	Goal	Result(s)	Next Steps
Accessibility	• Improve accessibility for students • Increase accessible content	• Added new apps (Pope and UDOIT) • Summer 2022 Blueprints 99% accessible • Fall shells will be 99% accessible	• Develop faculty training
Canvas Applications	• Streamline apps and programs	• Added four new tools for faculty • Improved overall shell quality	• Identify areas to improve training
CVC Exchange	• Develop plan to join the CVC • Develop POCR process	• Senate resolution approved • Planning group identified • Identified preliminary courses for the CVC/Exchange	• Self-assessment (SU22) • SU22 planning/FA vote • Develop timeline with launch date
Professional Development	• Increase DE presence during PD • Increase partnership with PD committee	• Presented two Studio workshops • DE workshops are fully integrated with Ca. Vision Resource Center	• Offer FA flex event • Continue with future workshops
Technologist (SU22)	• Post replacement position	• Position posted and interview panel approved through the Senate	• Fill position
Webpage (FA22)	• Update DE Pages	• Started webpage reviews	• SU22 continue website updates

Appendix F.
Proposed Courses for Faculty Online Equivalency and Reciprocity

Minimum Qualifications
- 20-hour Learning Management System training, preferably in Canvas
- 15-hour Accessibility Training
- 5-hours of "elective" courses

Course Focal Areas
- Accessibility
- Communication Methods
- Pedagogy
- Technology

Pre-Approved Courses (Offered through @One)
I. Introductory courses (1 course from the list below)
   a. Introduction to Teaching with Canvas (4 weeks)
   b. Introduction to Asynchronous Online Teaching & Learning (4 weeks)
II. Accessibility (Basic, plus four courses)
   a. Self-Paced Accessibility in Canvas (required)
   b. ABC's for Accessibility
   c. Accessibility for PDFs
   d. Microsoft Word
   e. PowerPoint Accessibility
   f. Video Captioning
III. Elective (1 course)
   a. Pedagogy
   b. Assessments
   c. Hyflex

Advanced Courses
- Online teaching and design
- Communication
  - RSI

POCR Certification
- @One POCR (8 weeks/40 hours)

Appendix G.

FALL
2022 D.E. Meeting Schedule
All meetings are 10:00-12:00 PM
Proposed meeting dates:
- Friday, August 26, 2022
- Friday, September 2, 2022*
- Friday, September 9, 2022
- Friday, October 7, 2022
- Friday, November 4, 2022
- Friday, December 2, 2022

Spring
2023 D.E. Meeting Schedule
All meetings are 10:00-12:00 PM
Proposed meeting dates:
- Friday, January 20, 2023
- Friday, February 3, 2023
- Friday, March 3, 2023
- Friday, April 7, 2023
- Friday, May 5, 2023

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
Glenn Keyser	English Faculty	Yes	Liberal Arts Faculty	2 of 2
Michelle Arce	History Faculty	Yes	Social & Behavioral Science Faculty	1 of 2
Rachel Purdie	History Faculty	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 Distance Education

Applications	Canvas LTI	Essential?	Cost	Notes
Camtasia	Yes			User specific
CourseKey	Yes			Enterprise wide
DesignPlus	Yes			<mark>New SP22</mark>
Labster	Yes			
The Learning Underground (Liquid Syllabus)	Yes			Low usage
Name Coach	Yes	No	$5,000	Renewed 3/1/22
NetTutor	Yes	Yes		
NexusEdge	Yes			<mark>New SP22</mark>
Pope	Yes			Accessibility/New <mark>SP22</mark>
Proctorio	Yes			Three users
Pronto	Yes			Canvas instant messaging
Respondus	Yes			
Studio (Canvas; may not be separate)	Yes			
TimelyCare	Yes			<mark>New SP22</mark>
Top Hat	Yes			
Turnitin	Yes			
UDOIT Cloud	Yes	Yes		Accessibility/New <mark>SP22</mark>

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	MA in Inst. Technology and Course Design