



## 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.): John Perez (chair), 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, Dev Mazoue (interpreter), Natalie Nunez (interpreter) Jessica Kuo, Michelle Arce.
  - i.
3. Approval of Agenda: Motion (Sarah), 2<sup>nd</sup> (Glenn); approved
4. Approval of Meeting Minutes – Approved (Sarah), 2<sup>nd</sup> (Erin)
5. Public comments:
  - a. John Perez: coordinator/tech position doing both positions. No one was completing tech problems.
    - i. Stipend for Carol to help with Summer shell.
    - ii. Accessibility reached with blue prints were 98% accessible.
    - iii. Need more staff for DE. More support needed.
  - b. Michelle Arce: - Design plus tool and hoping for staff to be hired. Help faculty to understand the Design Plus tool.
  - c. Sarah: Question about losing 24/7 Helpdesk
  - d. Glen: One more conversation as a committee regarding instructors who cannot do the Canvas work. Concerned about the instructor completely understanding the full standard for using Canvas. John – Issue with technology?? Glen – Using Monkey survey, cannot figure out technology. Create office hours with tech position to provide assistance in learning all the features with Canvas. **Agenda item for next meeting:**
  - e. Elizabeth: Was using Monkey but was not working and tried Google docs. Ended up using Research & Planning to create surveys and they have the resources and programs. John – training using Canvas for an anonymous survey under “quiz.” Was told by Erica that option was unavailable due to because teachers could have the option to change the survey answers and look at who completed the survey. Concerned students know of this option and will not make truthful answers
6. Information items
  - a. Instructional Design Team Overview –
    - i. Marketing and Demo.

- ii. Professional Development for Accessibility and Canvas base.
    - 1. Both are great to be used together.
    - 2. Showed app UDOIT:
      - a. Shows errors and what to correct.
  - iii. Please review John's document to approve PO CR.
  - b. Coordinator report: Replacing tech position and John will be on hiring committee.
7. Discussion/Action Items
- a. Mentor Status:
    - i. GLEN QUESTION/EMAIL TRANSFERRING COURSE FROM OUTSIDE (TITLE V) COLLEGES
      - 1. 40 hours per course requirement.
      - 2. Please review John's document to approve PO CR.
  - a. SHELL APPROVE: 3 VOLUNTEERS
    - ii. HORT 050
    - iii. Ashlie, Erin, Jessica
    - iv. Motion to approve shell: 1<sup>st</sup> Sara and 2<sup>nd</sup> Glen
      - 1. Laura went through shell
  - b. App Review:
  - c. New Instructor Training:
    - v. Finalized: Support and paid for.
    - vi. Apps Need to continue to use Portfolio and some instructors still using app. John looking into extending use of app.
    - vii. Could a survey be done in a FLEX regarding apps being used?
    - viii. Need more time for question development.
  - d. (CVC Exchange Overview:0 min.)
    - ix. Timeline
    - x. Appendix D - Preliminary courses
    - xi. Senate Resolution
8. Next D.E. Meeting: Move up meeting next year to March 31st instead of April 7th.  
Add April meeting after spring break.
9. Adjournment: Sara motion end Michelle Arce 2nd

**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

<b>Name</b>	<b>Title/Position</b>	<b>Voting Member</b>	<b>Discipline</b>	<b>Notes</b>
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

<b>Name</b>	<b>Title/Position</b>	<b>Voting Member</b>	<b>Discipline</b>	<b>Notes</b>
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

<b>Applications</b>	<b>Canvas LTI</b>	<b>Essential?</b>	<b>Cost</b>	<b>Notes</b>
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

<b>Course</b>	<b>Title</b>	<b>Instructor</b>	<b>POCR Certified?</b>	<b>Discipline</b>	<b>Notes</b>
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