



Distance Education Committee Meeting

Agenda

Friday, October 7, 2022

[Zoom](#) and Vacaville, Room 133

10:00 am – 12:00 pm

Notetaker - Robert Nunez

Discussion Item	Time	Discussion Lead	Notes, Actions, Next Steps
1. Call to order/ Land acknowledgement	5 min.	Coordinator	We should take a moment to acknowledge the land on which we are gathered. For thousands of years, this land has been the home of PUTTwin people. Today, there are three federally recognized Patwin tribes: CATCH-ill DEEHEE Band of WIN- tune Indians of the Colusa Indian Community, KLET-SELL DEE-HEE Band of Wintun Indians, and YO-chuh DEE-HEE Wintun Nation. The Patwin people have remained committed to the stewardship of this land over many centuries. It has been cherished and protected, as elders have instructed the young through generations. We are honored and grateful to be here today on their traditional lands.
2. Role call ¹	5 min.	Coordinator	10:12am begin role call (slash through is present, blank represents absence) Voting Members <ul style="list-style-type: none"> <input checked="" type="checkbox"/> John D. Perez (Chair/Tie breaker) <input checked="" type="checkbox"/> Jim Long (Biology) <input checked="" type="checkbox"/> Genele Rhoads (Mathematics)

¹ Quorum for DE Committee is 7

			<input checked="" type="checkbox"/> Elizabeth Freed (Nursing) <input checked="" type="checkbox"/> Robin Sytsma (Nutrition) <input checked="" type="checkbox"/> Sarah Nordin (Criminal Justice) <input checked="" type="checkbox"/> Laura Maghoney (Economics) <input checked="" type="checkbox"/> Gwen Gallagher (ASL) <input checked="" type="checkbox"/> Glen Keyser (English) <input checked="" type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input checked="" type="checkbox"/> Erin Duane (Learning Resources) <input checked="" type="checkbox"/> Ashlie Lawson (Counseling) Non-voting Members <input checked="" type="checkbox"/> Tony Zitko (Dean) <input checked="" type="checkbox"/> Kimo Galilan <input checked="" type="checkbox"/> Robert Nunez <input checked="" type="checkbox"/> Kelsi Mundell <input checked="" type="checkbox"/> Laura Scott Guests <input checked="" type="checkbox"/> Michelle Smith
3. Approval of Agenda ²	5 min.	Committee	Approved and passed. See motions after agenda.
4. Approval of Meeting Minutes 8/26/22 ³	5 min.	Committee	Approved and passed. See motions after agenda.
5. Public comments	5 min.		(Robin Sytsma) – “Student Connect Notification.” Before you start your shell, set up your slot reservations, so students will not all receive notifications. Another suggestion, go into Zoom.us, so

² Action item for committee vote

³ Action item for committee vote

			<p>it will not send out a notification. John will send out to the Zoom group in ways to improve experience.</p> <p>Any other public comments – Question about practice quizzes. (Michelle Arce) - One of the problems in Canvas with practice quizzes is that it does not display on the calendar. suggestion: You can go into the calendar to create a manual input/reminder in the calendar. You may also create a quiz worth 0 points and publish, this will allow for the calendar auto update.</p>
<p>6. Coordinator Update a. Senate report b. Coordinator Report</p>	10 min.	Coordinator	<ul style="list-style-type: none"> •Coordinator – John has restructured the preparation for this meeting. Take a look at the senate report per the last meeting. (Academic Senate DE Report) – See the google doc and review, please. Consisting of – Ongoing DE Support; Course Schedule Sp 2023); CVC Exchange; Newsletter; De Webpage Updates (Work in Progress); Online Instruction Certification (OIC); <p>Canvas Updates.</p> <ul style="list-style-type: none"> •Our new support team – The ERA's from IT have and will assist with DE Helpdesk tickets. In replacement of Carol Zadnick. •Starting Spring 2023 – Will hopefully have scripts together to setup an automated job. •Potential structures moving forward for DE – Moving forward to gain a position as DE Dean, in addition to the faculty coordinator role and having our ERA's from IT. This is in progress. •Josh – has set out an email asking for feedback. He wants to have the best setup through the senate prospective. •The other request is working collaboratively with other colleges. •Let's prepare for what Solano has, and what we need to implement.

7. Informational items
a. Hyflex discussion
b. [Newsletter](#)

(Robin Sytsma) – Some of the things that we were looking at were the need for fixes with Banner and providing students with options through in-person; hybrid; online courses.

- Michelle Smith – 10 day training for a few individuals for the Hyflex learning environment. In addition, figuring out the cost of putting a room together. Neil along with Rei-Rei will look into this as it can be quite substantial before making an investment.

- San Mateo has a thorough process for review: https://docs.google.com/document/d/1C5O97AqrOMdd_sHWYvz7kGWq7i70SNew4H__w2geX9g/edit . Provides a definition of what they define as online. The college also has a district task force. This is a great definition that supports online modalities.

- Note – This will be expensive for the classroom(s) to move forward. We do not have the funds to upgrade every classroom per each site/location.

- Some colleges are giving 1.5 load, as it is double load. This is one of the barriers that will need to be resolved for HyFlex. It's creating a lot of problems for the state for offering "Hyflex."

- What's the difference between Hyflex and Hybrid modality? The biggest difference to consider, when teaching a Hybrid, is that there are set times that must be met. With a Hyflex there might be a time that the instructor is available teaching but student's can attend at that time or not, or they can attend via Zoom. The instructor has to be available in the class.

- We need to consider – will the instructor be required/responsible for recording in the classroom? TBD.

- How do we clearly define what each modality represents? Student's need to understand what they are registering for. Definition issues and district policies that we need to determine.

		<ul style="list-style-type: none">•Glenn Keyser – Concern – Part of building community for the classroom. What are the advantages for Hyflex? It gives the student's the highest flexibility to work with the student's schedule. For example, recorded lectures for the students. <p>Creates consistency for the student. There is some aspect of flexibility to join a Zoom or participate with recordings.</p> <ul style="list-style-type: none">•The training for Hyflex is not for everyone... You have to be very efficient and have the technology knowledge.•Data is showing higher data reporting for the push through Hyflex for retention. We will need the technology to support students.•Sarah Nordin – Union Question – Where does Hyflex fit? A lot of instructors do not want to learn another modality.•Robin Sytsma – Are there benefits with Hyflex? Considering there is a lot of work. (yes, primarily for students and flexibility) <p>Newsletter</p> <ul style="list-style-type: none">•Please refer to the Google Doc - https://docs.google.com/document/d/1ooVBeaTI_NrViv25uyte92xqLY0-I5uWyXKJLcnoPf8/edit?usp=sharing – news letter for DE Newsletter. It went out on Wednesday.•In addition, on the news letter, there is a Pronto communication tool that is open and ready for use. Scheduled for Tuesday, October 11th from 10:30 – 11:20 AM.•Respondus – Assessment Tools for Learning Systems – Respondus 4.0 is now live and enabled within Canvas. Scan the QR code for installation instructions (click and open the doc) and note that the password to access the MS shared folder is: <p>Canvas</p>
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			<ul style="list-style-type: none"> •Another item that John Perez wants to comment on – What does deleting a student mean from Canvas? How does a student’s status change from active to deleted? There are a couple of data points that we need to consider. It’s set up on the backend with how we use status codes for registration and drops in Banner. •Michelle Smith – comments – about inactive students being listed as active in the gradebook even after they dropped. •Call Canvas help desk directly when issues are pertaining to students reappearing on your roster after they have been dropped and listed as inactive.
<p>8. Discussion/Action Items</p> <ul style="list-style-type: none"> a. Canvas Global Announcements⁴ b. Online Instruction Certification⁵ c. POCR Timelines d. Local POCR Team 	30 min.	Coordinator	<p>Canvas Global Announcements – We are receiving problems with announcement requests. It’s creating more chaos for students and preventing access to reading content. Also, some of the graphics are too large to open on their devices. This will vary on the graphics through global announcements. The display will vary based on the device they are using.</p> <ul style="list-style-type: none"> •Any thoughts on Global Announcements? The goal is to have a policy in place that we can suggest. •How long should an announcement be posted? •Consider adding a word count. Note – Global Announcements can be cumbersome for student’s to navigate through in order to locate their courses. •Suggestions for Global Announcements as proposed below: <p>See Appendix B</p>

⁴ Action item for committee vote

⁵ Action item for committee vote

		<ul style="list-style-type: none">• Suggestion – “The announcement request is related to teaching and learning, or about academic matters.”• Jessica Kuo – Question – Can we group specific announcements? They don’t need to click anything to opt in for announcements.• We can assign announcements by student role. Canvas can potentially make that change in the future. John requests that Jessica can provide a write up so we can share with the Canvas support team.• A. The Canvas Global Announcement is not to disseminate information on SCC events. Those should be posted on the SCC webpage and/ or content TV’s.• Take away – We don’t want to overwhelm the student with too much content.• What do we think about word count limitation? It would be great. It’s difficult to navigate when too much content is uploaded in Canvas. Student’s resist reading all content.• Suggestion – Short announcement with a hyperlink that directs the student’s with more details.• What about – Content should be accessible for all student’s for accessibility. What about guidelines around graphics? Yes. (See screenshot above for more details).• Unfortunately, we don’t have the ability to group related announcements together. We also can not change the announcement’s header.• Follow-up by John, create a policy and have it reviewed and voted by the committee. (The voting should occur during a meeting). We need to look at the online certification rule by having a second meeting to look at a policy/vote meeting. “Brown Act.”• For any policies from sub committees – will have to go through the senate for official implementation.• B. Online Instruction Certification – Create a policy where we can send it up to the senate for online instruction and compensation. John proposes that we copy the union language from the MOU. We are currently at 80hrs. Secondly, we need an
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			<p>equivalency policy in place. What would we include in our equivalency policy? For equivalency – is there a time limit? Three years preferred, or up to five years max. All the new instructors should have the shells approved. Is the guidelines for the mentorship, specific for a guideline or just to meet approval for the rubric.</p> <ul style="list-style-type: none"> • The training program should have live feedback. 48hrs of training and also shell review, before they can start teaching online. John will work on the two policies. This will need to be a group process while moving forward as a team. • C. POCR Timelines – The overall POCR timeline is for the college as a whole. Can we apply by Dec 31st? The POCR process will have three classes we select for review from three different divisions. See doc for more details: https://sites.google.com/cvc.edu/localpocrresourcecenter/certification?authuser=0 . Do not move shells. The state level will review our process with feedback. If there are significant issues with the review, we need to fix the three classes and go through review. What’s the course? CJ-058. It’s used in some courses as a transfer degree. 2nd will be Nutrition -010 by (Robin Sytsma). Genele Rhoads will be the third for MATH. • D. Local POCR Team – DE Committee for the local POCR. Compensation will be discussed between John and Dr. Williams.
9. Next DE Meeting	3 min.	Coordinator	November 4, 2022, 10 am
10. Adjournment	2 min.		

Action Items

Motion #1 - Agenda	Motion Placed by	Second Motion	Votes
<p><i>Agenda discussion item 3.</i></p> <p>“To approve the Oct. 7, 2022 meeting agenda.”</p>	<p><input checked="" type="checkbox"/> Erin Duane</p>	<p><input checked="" type="checkbox"/> Sarah Nordin</p>	<p>Voting Members</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> John D. Perez (Chair/Tie breaker) <input type="checkbox"/> Jim Long (Biology) <input type="checkbox"/> Genele Rhoads (Mathematics) <input type="checkbox"/> Elizabeth Freed (Nursing) <input type="checkbox"/> Robin Sytsma (Nutrition) <input type="checkbox"/> Sarah Nordin (Criminal Justice) <input type="checkbox"/> Laura Maghoney (Economics) <input type="checkbox"/> Gwen Gallagher (ASL) <input type="checkbox"/> Winifred Hunton-Chen (English) <input type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input type="checkbox"/> Erin Duane (Learning Resources) <input type="checkbox"/> Ashlie Lawson (Counseling)
<p>Motion #1 Outcome - Passed</p>	<p>This motion passed by 12 - Ayes, 0 - Nays, 0 - Abstentions</p>		<p>This item will <i>not</i> be sent to the Solano College Academic Senate for approval.</p>

Motion #2 - Meeting Minutes	Motion Placed by	Second Motion	Votes
<p><i>Agenda discussion item 4.</i></p> <p>“To approve the August 26, 2022 meeting minutes.”</p>	<input checked="" type="checkbox"/> Sarah Nordin	<input checked="" type="checkbox"/> Erin Duane	<p>Voting Members</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> John D. Perez (Chair/Tie breaker) <input type="checkbox"/> Jim Long (Biology) <input type="checkbox"/> Genele Rhoads (Mathematics) <input type="checkbox"/> Elizabeth Freed (Nursing) <input type="checkbox"/> Robin Sytsma (Nutrition) <input type="checkbox"/> Sarah Nordin (Criminal Justice) <input type="checkbox"/> Laura Maghoney (Economics) <input type="checkbox"/> Gwen Gallagher (ASL) <input type="checkbox"/> Winifred Hunton-Chen (English) <input type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input type="checkbox"/> Erin Duane (Learning Resources) <input type="checkbox"/> Ashlie Lawson (Counseling)
<p>Motion #2 Outcome - Passed</p>	<p>This motion passed by 12 - Ayes, 0 - Nays, 0 - Abstentions</p>		<p>This item will <i>not</i> be sent to the Solano College Academic Senate for approval.</p>

Motion #3 - Adjourn	Motion Placed by	Second Motion	Votes
<p><i>Agenda discussion item #.</i></p> <p>“Move to adjourn meeting.”</p>	<input checked="" type="checkbox"/> Erin Duane	<input checked="" type="checkbox"/> Sarah Nordin	<p>Voting Members</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> John D. Perez (Chair/Tie breaker) <input type="checkbox"/> Jim Long (Biology) <input type="checkbox"/> Genele Rhoads (Mathematics) <input type="checkbox"/> Elizabeth Freed (Nursing) <input type="checkbox"/> Robin Sytsma (Nutrition) <input type="checkbox"/> Sarah Nordin (Criminal Justice) <input type="checkbox"/> Laura Maghoney (Economics) <input type="checkbox"/> Gwen Gallagher (ASL) <input type="checkbox"/> Winifred Hunton-Chen (English) <input type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input type="checkbox"/> Erin Duane (Learning Resources) <input type="checkbox"/> Ashlie Lawson (Counseling)
<p>Motion # Outcome - Passed</p>	<p>This motion passed by 12 - Ayes, 0 - Nays, 0 - Abstentions</p>		<p>This item will not be sent to the Solano College Academic Senate for approval and adoption.</p>

On hold for future meeting

Motion #3 - Canvas Global Announcements	Motion Placed by	Second Motion	Votes
<p>Agenda link discussion item 8a.</p> <p>“To approve the proposed Canvas Global Announcement Policy.”</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Voting Members</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> John D. Perez (Chair/Tie breaker) <input type="checkbox"/> Jim Long (Biology) <input type="checkbox"/> Genele Rhoads (Mathematics) <input type="checkbox"/> Elizabeth Freed (Nursing) <input type="checkbox"/> Robin Sytsma (Nutrition) <input type="checkbox"/> Sarah Nordin (Criminal Justice) <input type="checkbox"/> Laura Maghoney (Economics) <input type="checkbox"/> Gwen Gallagher (ASL) <input type="checkbox"/> Winifred Hunton-Chen (English) <input type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input type="checkbox"/> Erin Duane (Learning Resources) <input type="checkbox"/> Ashlie Lawson (Counseling)
<p>Motion #3 Outcome</p>	<p>This motion passed by</p>		<p>This item will be sent to the Solano College Academic Senate for approval and adoption.</p>

On hold for future meeting

Motion #4 - Online Instruction	Motion Placed by	Second Motion	Votes
<p>Agenda link discussion item 8d.</p> <p>“To approve the proposed Online Instruction Certification.”</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Voting Members</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> John D. Perez (Chair/Tie breaker) <input type="checkbox"/> Jim Long (Biology) <input type="checkbox"/> Genele Rhoads (Mathematics) <input type="checkbox"/> Elizabeth Freed (Nursing) <input type="checkbox"/> Robin Sytsma (Nutrition) <input type="checkbox"/> Sarah Nordin (Criminal Justice) <input type="checkbox"/> Laura Maghoney (Economics) <input type="checkbox"/> Gwen Gallagher (ASL) <input type="checkbox"/> Winifred Hunton-Chen (English) <input type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input type="checkbox"/> Erin Duane (Learning Resources) <input type="checkbox"/> Ashlie Lawson (Counseling)
<p>Motion #4 Outcome</p>	<p>This motion passed by</p>		<p>This item will be sent to the Solano College Academic Senate for approval and adoption.</p>

Motion #	Motion Placed by	Second Motion	Votes
<p><i>Agenda discussion item #.</i></p> <p>“Insert motion here.”</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>Voting Members</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> John D. Perez (Chair/Tie breaker) <input type="checkbox"/> Jim Long (Biology) <input type="checkbox"/> Genele Rhoads (Mathematics) <input type="checkbox"/> Elizabeth Freed (Nursing) <input type="checkbox"/> Robin Sytsma (Nutrition) <input type="checkbox"/> Sarah Nordin (Criminal Justice) <input type="checkbox"/> Laura Maghoney (Economics) <input type="checkbox"/> Gwen Gallagher (ASL) <input type="checkbox"/> Winifred Hunton-Chen (English) <input type="checkbox"/> Michelle Arce (History) <input type="checkbox"/> Vacant (Social & Behavioral Sciences) <input type="checkbox"/> Erin Duane (Learning Resources) <input type="checkbox"/> Ashlie Lawson (Counseling)
<p>Motion # Outcome</p>	<p>This motion passed by</p>		<p>This item will be sent to the Solano College Academic Senate for approval and adoption.</p>

Appendix A. 2022-2023 Meeting Schedule

All meetings will be hosted from 10:00 am - 12:00 pm in hybrid form.

Meeting dates	
<i>Fall 2023 semester</i>	
August 26, 2022	
September 2, 2022	
October 7, 2022	
November 4, 2022	
December 2, 2022	<ul style="list-style-type: none">• Final shell review and approval for SP23 instructor and shell certification

Meeting dates	
<i>Spring 2023 semester</i>	
January 20, 2023	
February 3, 2023	
March 3, 2023	
April 7, 2023	
May 5, 2023	<ul style="list-style-type: none">• Final shell review and approval for SU/FA23 instructor and shell certification• 23-24 Meeting approvals

Appendix B. Sample Language for Announcements

John,

Here is my proposed starting point for Global Announcement policy/guideline going forward. We just received two more full on flyers which I don't think we should be posting considering the space that those take up, however since we don't have a policy I will go ahead and post unless you think otherwise.

I borrowed most of these bullet points below from a couple of other Colleges, I am just hopeful this doesn't create a big fuss with folks as what we do now is really crazy.

The announcement is relevant to the majority of students and/or faculty.

The announcement request is related to teaching and learning, or about academic matters.

The Canvas global announcement is not meant to disseminate information on SCC events. Those should be posted on the SCC Webpage and/or Content TV's.

Requests should be submitted 14 days ahead of the desired publication date.

Announcements are typically published on Mondays and remain for five business days.

Announcements are limited to 100 words, and should be contain high resolution graphics or images. To keep announcements brief, consider publishing a an announcement with additional information in another location and linking to it from your announcement.

No poster/flyer style announcements will be considered as they simply take up to much real estate within the Canvas home page.

To retain the focus on the learning experience in Canvas, no more than three announcements will appear on Canvas at any time. Announcement spots will be filled first-come, first-served. You are encouraged to plan and submit your announcement as early as possible to reserve a spot.

Wording must be clear and concise.