



Distance Education Committee Meeting

Agenda

Friday, October 7, 2022

[Zoom](#) and Vacaville, Room 133

10:00 am – 12:00 pm

| 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 | Voting Members <input 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) |

¹ Quorum for DE Committee is 7

| | | | |
|--|---------|-------------|--|
| | | | <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) Non-voting Members <input type="checkbox"/> Tony Zitko (Dean) <input type="checkbox"/> Kimo Calilan <input type="checkbox"/> Robert Nunez <input type="checkbox"/> Kelsi Mundell <input type="checkbox"/> Laura Scott |
| 3. Approval of Agenda ² | 5 min. | Committee | |
| 4. Approval of Meeting Minutes 8/26/22 ³ | 5 min. | Committee | |
| 5. Public comments | 5 min. | | |
| 6. Coordinator Update a. Senate report b. Coordinator Report | 10 min. | Coordinator | |

² Action item for committee vote

³ Action item for committee vote

| | | | |
|--|---------|-------------|-------------------------|
| 7. Informational items a. Hyflex discussion b. Newsletter | | | |
| 8. Discussion/Action Items a. Canvas Global Announcements ⁴ b. Online Instruction Certification ⁵ c. POCR Timelines d. Local POCR Team | 30 min. | Coordinator | |
| 9. Next DE Meeting | 3 min. | Coordinator | November 4, 2022, 10 am |
| 10. Adjournment | 2 min. | | |
| | | | |

⁴ Action item for committee vote

⁵ Action item for committee vote

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> | <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 #1 Outcome</p> | <p>This motion passed by</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 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 #2 Outcome</p> | <p>This motion passed by</p> | | <p>This item will <i>not</i> be sent to the Solano College Academic Senate for approval.</p> |

| 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> |

| 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> |

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 |