

**Distance Learning and Instructional Technology
Sierra College
Recollections
October 5, 2018**

I. Opening

A. Call to Order

B. Establish Quorum

- Suzanne Davenport, Cyndie Birdsong, Autumn Cahoon, Michelle Macfarlane, Michelle Boucher, Tina Sixt, Sabrina Pape, Jennifer Molina-Stidger, Jeanne Guerin, Mithia Mukutmoni, Corinne Rowland, Anne Diamond, Tom Benton, Rob Lapkass, Aimee Colvin

II. Approval of Recollections: Minutes from September 2018 approved with minor changes

III. Visitor Presentations: Cidi Labs Demonstration

- Cidi Labs – Design Tools Demonstration
 - Jacoba Behunin and Kenneth Larsen conducted an online demonstration of Canvas design tools
 - A recording of the demonstration was made by Jacoba
 - The committee discussed the design tools and fees that are associated with them
 - There was a suggestion for a workshop to test the tools before any purchase

IV. Action Items: None

V. Discussion Items:

A. Online Tutoring Update – Jeanne

- Tutor.com usage is up from last September
- The limits for student usage have been removed and is now being monitored for any increases that may result
- Skill Center usage is up
- Student satisfaction is in the 90th percentile
- Sabrina thanked Jeanne for all the work that she's been doing during the changes to Tutor.com

- B. Online Library Update – Tina**
- Kanopy – Six-thousand dollars has been spent so far for Kanopy this year – for triggered videos
 - Films-on-Demand has had 85,000 views
 - Autumn asked about videos that are removed from Films-on-Demand and whether greater warning could be given so that instructors can adjust their courses if needed
 - Tina stated that the library does try to purchase videos that get a lot of views on Film-on-Demand but are being removed
- C. Instructional Design Update – Corinne**
- Corinne has been busy with accessibility reviews for new online courses
 - The Distance Learning website will be updated soon
 - There have been a few instructional design workshops so far this semester – More will be coming soon
 - The wireless in the studio has been spotty
 - The committee had a discussion with Tom about solutions to the wireless issues in the LRC
- E. Update on Online Course Review process (Out of order)**
- Suzanne explained the upcoming changes to the online review process
 - Five new positions have been approved – One evaluation and process review coordinator and four reviewers
 - There will be 20% release time for the coordinator and 10% for the four reviewers
 - There will be an application process for these positions
 - To be considered for these positions, individuals must have taught online, have previous experience reviewing online courses, completed OEI or @One training
 - Applications will be available soon – Positions begin in January
 - The committee discussed the changes and SCFA involvement
- D. Accessibility Transition and Advisory Committee – Tom and Suzanne**
- The accessibility work group of last year revealed the need for a greater effort on the part of the college to set institutional standards regarding accessibility
 - Suzanne and Tom explained the process that led to the formation of an accessibility committee – Will be brought to the Faculty Senate
 - The possibility of including staff and students was discussed

The meeting was dismissed at 2pm.