I. Minutes

II. Accreditation Concerns with Distance Education
   a. Secure Credentialing
   b. Effective Contact (faculty initiated)
   c. Email response
   d. Ensuring 508 compliance
   e. Syllabi depository for online classes

III. Test Server Update

IV. Blackboard entry page (related to Secure Credentialing)
   a. Through the entry of my username and password I affirm that I am the student who enrolled in my course(s). Furthermore, I affirm that I understand and agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in the Rio Hondo student conduct code that governs student rights and responsibilities. Failure to abide by the regulations may result in disciplinary action up to and including expulsion from the college. (Original from ASCCC)

Through the entry of my username and password I affirm that I am the student who enrolled in my course(s) and I am the person who will complete the assigned work. Furthermore, I affirm that I understand and agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in BP 5500 (Standards of Conduct) and AP 5520 (Student Conduct Procedures) which are the Rio Hondo College student conduct codes that govern student rights and responsibilities. I acknowledge that failure to abide by the regulations set forth in BP 5500 and AP 5520 may result in disciplinary action, including expulsion from the college. I understand that if I have any questions or need clarification about this policy, I can contact the Virtual College before entering the course and affirming my understanding. (Rhodes Draft)
V. Defining Effective Contact:

Regular Effective Contact in Distance Education Courses Policy

Distance education courses are considered the “virtual equivalent” of traditional on-site courses. Therefore, the frequency of the contact will be at least the same as would be established in a traditional classroom. At the very least, the number of instructor contact hours per week that would be available for traditional students, will also be available, in asynchronous and/or synchronous mode, for distance education students. This, of course, varies depending on the length of the semester in which the course is taught and the number of course hours. Contact shall be distributed in a manner that will ensure that regular contact is maintained, given the nature of asynchronous instructional methodologies, over the course of a week and should occur as often as is appropriate for the course.

All Distance Education courses at Rio Hondo College, whether hybrid or fully online, will include regular effective contact as described below:

- **Regular Announcements:** Faculty must make general announcements to the students in their distance education classes on a regular basis, whether by the announcement area in Blackboard or via e-mails to the entire class. The suggested frequency is a minimum of two announcements per week. Moreover, faculty must include a general announcement by the first day of class orienting students and including, at a minimum, course expectations and contact information.

- **Establishing Expectations:** Faculty must include in their syllabus or course orientation a description of the frequency and timeliness of instructor-initiated contact and feedback, as well
as expectations for student participation. This should include the timeframe for responding to e-mails and phone calls, the timeframe for receiving feedback on student work, the timeframe for submission of assignments, and the quantity of discussion board postings required by the student.

- **Faculty-Initiated Interaction**: Faculty will regularly initiate interaction with students to determine that they have access to the course materials, that they understand the material and what is required of them, and that they are participating in the activities of the course. There are various ways of accomplishing this, including but not limited to: asynchronous discussion board forums with appropriate faculty input, synchronous chats, video conferencing, individualized contact via phone or e-mail, and, in the case of a hybrid course, regular face-to-face meetings.

- **Timely Feedback on Student Work**: Faculty will grade and provide feedback on student work within a reasonable timeframe. If discussion boards are required, students should be given guidelines at the outset of the course and feedback on their participation throughout the semester.

- **Content Delivery**: Faculty must provide content material either through online lectures (in written, video, and/or audio forms) and/or though introductions to materials not created by the instructor (such as publisher-provided materials, web sites, streaming video, etc.).

- **Notifying Students of Faculty Unavailability/Offline Time**: If the instructor must be out of contact briefly for any reason (such as an illness or family emergency that takes the instructor offline), notification to students will be made in the announcements area of the course and/or via e-mail that includes when the students can expect regular effective contact to resume. This should occur for any offline periods lasting longer than __ days.
**Face-to-Face Forms of Contact:** Faculty are encouraged to utilize the face-to-face forms of contact mentioned in section 55211 of Title 5 (i.e., group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, and library workshops), but to keep in mind that in the case of fully online classes it will not be possible for all students to attend such activities. Alternate online activities that entail instructor-student contact should be made available for such students.
The Distance Education Committee Agenda

10/21/2013

I. Welcome & Introductions
II. Review of Committee's Purpose
III. Accreditation Concerns with Distance Education
IV. Proposed Best Practices for Distance Education at Rio Hondo
   a. Secure Credentialing
   b. Effective Contact (faculty initiated)
   c. Email response
   d. Ensuring 508 compliance
   e. Syllabi depository for online classes
V. Service Pack Upgrade
VI. Blackboard entry page (related to Secure Credentialing)
   a. Through the entry of my username and password I affirm that I am the student who enrolled in my course(es). Furthermore, I affirm that I understand and agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in the Rio Hondo student conduct code that governs student rights and responsibilities. Failure to abide by the regulations may result in disciplinary action up to and including expulsion from the college.
Before you login:

Did you make sure your class already started? You are not able to login until your class officially starts. If you added a course(s) on or after the start date, there may be a 3-business day delay from the time Admissions officially enrolls you and the time your Blackboard Username & Password are created. Make sure you are using the correct username and password? See below:

Through the entry of my username and password I affirm that I am the student who enrolled in my course(s). Furthermore, I affirm that I understand and agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in the Rio Hondo student conduct code that governs student rights and responsibilities. Failure to abide by the regulations may result in disciplinary action up to and including expulsion from the college.

USERNAME:  

PASSWORD:

Login

Your Blackboard Username uses this format (see sample below):

Student Username

First last initials
The meeting started at 2:30 PM

Introduction of members

Review of committee’s purpose and the history of the committee. The chair acknowledge this committee was the idea of Claudia Guerrero. The Distance Education Coordinator informed the committee that they will get to elect the chair of this committee in 2015 and the Distance Education Coordinator will be replaced by the chair of this committee. The chair reviewed where we may be lacking for the purposes of Accreditation.

New business

1. Service Pack Upgrade- The chair asked the committee to approve the Service Pack 13 upgrade in the test server. Approved

2. Blackboard entry page (related to Secure Credentialing)- The following statement from ASCCC was proposed and discussed. Some members wanted to make changes to the wording.

   It was pointed out that there is a need to provide the BP and AP dealing with Academic dishonesty. It was also suggested to link out to them.

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The meeting was adjourned at 3:28 PM
The Distance Education Committee Agenda

12/02/2013

I. Minutes

II. Accreditation Concerns with Distance Education
   a. Secure Credentialing
   b. Effective Contact (faculty initiated)
   c. Email response
   d. Ensuring 508 compliance
   e. Syllabi depository for online classes

III. Server Update

IV. By-Law second reading

V. Visitors from Title V

VI. Course Overview Forms and Page

VII. Defining Effective Contact:

   Regular Effective Contact in Distance Education Courses Policy

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Distance Education Committee Minutes for 11/18/2013 Meeting

Present: Eugene Blackmun, Sheila Lynch, Angela Rhodes, Carol Sigala, Lorraine Sfeir, Cynthia Lewis, Jim Newman, Adele Enright, Colin Young, Mike Javanmard, Ygnacio Flores, Rebecca Green, Gary Van Voorhis, Zulma Calderon, Gabriela Olmos

I. Meeting was called to order at 2:32PM. Jim Newman moved to accept the minutes for October 28th meeting. Carol Sigala seconded. Minutes were unanimously approved.

II. Test Server Update

Mike reminder the committee members to check the test server at http://riohondotest.blackboard.com

a. If they like the look, please report back at the next meeting on December 2nd. We will then vote on whether to proceed or not on the main server. The Virtual College staff will put it on the normal server during the Intersession if it is approved.

III. By-Laws (Accreditation 2A11B)

Committee members gave their input on changes to the Committee By-Laws. A finalized version of the By-Laws will be sent to the membership and will be voted on at the December 2nd meeting.

IV. Information Syllabi depository page

Zulma Calderon of the Virtual College introduced the potential Syllabi depository page, found at:

http://online.riohondo.edu/faculty/syllabus_expand_v2.htm

A member suggested that the committee developed a standardized format for syllabi to be stored on the depository page. This can help minimize confusion for students, as they syllabi will not specify dates in a particular semester. The committee will discuss what needs to go into the depository page at a future meeting.

Meeting adjourned at 3:27PM.
I. Minutes

II. Accreditation Concerns with Distance Education
   a. Secure Credentialing
   b. Effective Contact (faculty initiated)
   c. Email response
   d. Ensuring 508 compliance
   e. Syllabi depository for online classes

III. Test Server Update
   a. Please check the test server http://riohondotest.blackboard.com
   b. Share your findings with the DEC
   c. Next meeting we will vote on whether to proceed or not on the main server.

IV. By-Laws (Accreditation 2AIIB)
   a. Members of this committee have asked for the by-laws of DEC

V. Regular Effective Contact

VI. Information Syllabi depository page
   a. http://online.riohondo.edu/faculty/syllabus_expand_v2.htm