

Online Education Committee Minutes – 10/14/2019

x	Jodi Senk			x	Jill Pfeiffer		
x	Zulma Calderon					x	Grant Linsell
X	Yunior Hernandez			x	Carol Sigala		
x	Gabriela Olmos	x	Lydia Llerena	x	Bianca Urquidi		
		x	Cynthia Lewis	X	Zulma Calderon		

- I. Approval of September 9, 2019 Meeting Minutes
Motion-Jodi Senk, Second-Cynthia Lewis; Motion passes unanimously, minutes adopted by group
- II. Instructional Technology Tools and Setting (Zulma and Gabby)-
 - A. No Report
- III. Manager’s Report and CTE Grant (Grant and Jodi)
 - A. DSPS staff should not be conducting accessibility checks (per statewide best practice). We can either hire an outside consultant, or utilize Gabby and Zulma (given proper development and time).
 - B. Curriculum committee with push through for now and do a first reading (even without an accessibility check in place)
 - C. OEI- They want to interview the implementation team for a February 2020 start. Concerns regarding financial aid, athletic eligibility, and pre-requisites were brought up. Financial aid should be set up at the time of application (there is a checkbox), a conversation around athletic eligibility is ongoing, and as of now, only courses with CID are included, so pre/~~co~~-requisites should not be a problem.
 - a. Grant brought up suggesting to faculty senate that all courses meet OEI and **Jill** wanted to ensure that faculty time and compensation were protected if additional training, duties, etc were expected. Jill and Grant will work on wording for the suggestion that will include specifics about expectations and compensation so a “complete package” can be presented.
 - b. Grant asked if we can allow, in some cases, for part time faculty to use their previous online training to qualify to teach online at Rio Hondo. Jodi suggested that we make sure they are either CA Community College or “At One” trained. Grant said it should be at the discretion of the DE dean. This item will be brought back at the next meeting.
- IV. DSPS Accessibility curriculum check for DE courses (Jill)

- A. Already discussed – Arts- Alex was not present, but it was mentioned that he is just waiting for accessibility check; Jodi said KDA is in a holding pattern with courses under review; Carol mentioned that Child development was also waiting for accessibility checks.
- V. Updates and Professional Development (Jill)-
 - A. January 28, 2020 scheduled accessibility training. Stipends are available (limited number), and the training does qualify for flex credit. Training will include Canvas and Word for PDF accessible documents.
 - B. Update of bylaws with new Title 5 language and 2 more faculty reps (14 rather than 12)
Motion to approve new bylaws: Motion-Carol Sigala, Second-Jenny Tanaka, Motion passes unanimously
 - C. Motion to adoption of Section B of OEI Rubric Motion- Jodi Senk, Second-Lydia Llerena, Motion passes unanimously
- VI. Technology Update (Gary): No report
- VII. Online Counseling (Yunior)- Yunior said they are working on increasing the number of appointments from 20 to 30/35). Jodi brought up that online students request more night and weekend appointments and Yunior said that they are trying to work on that. They (the counselors) are trying to get the dean to allow them to take appointments from home to accommodate night and weekend students.
- VIII. Library Services (Irene) No Report
- IX. Online Education Initiative/Curriculum (CVC-OEI) Update (Michelle)- No Report
- X. DSPS/Access report- No DSPS person on the committee
- XI. Division Reports- None
- XII. New goals for 2019/20-
 - A. Equipment-Grant will talk to Laura for funding. Grant said DE has very little, Jodi asked if we could check into funding from STEM.

New Goals:

- A. Need to update appendix G to add specifics for student to student contact. Need to clarify in the Title V contract. This is on the horizon, not an immediate need.
- B. Camtasia- Jill wanted it opened to part-timers, Grant said it already was-all online instructors have access.