

## Distance Education Committee Agenda September 14, 2020

- I. Approval of May 11th, 2020 Meeting Minutes
- II. Instructional Technology Tools and Setting (Zulma and Gabby)
  - A. Tech problems/updates
- III. Manager's Report (Grant)
  - A. Preparation for the DE ACCJC report- no action needed
- IV. CTE Pathways/IOP Grant update (Jenni)
  - I. POCR Club update
- V. Updates and Professional Development (Jill)
  - A. [September 18<sup>th</sup> training on the new template.](#)
  - B. October 1, 8, 15<sup>th</sup> Accessibility Training on Canvas through Zoom. POPE is a new accessibility checker now installed.
  - C. \$300 stipends for DE training offered through December 4th. Faculty trained back in 2015 encouraged to recertify and take the POCR for \$500 stipend.
  - D. @ONE training due December 13<sup>th</sup> for \$300 stipend.
- VI. Technology Update (Gary)
- VII. Online Counseling (Yunior)
- VIII. Library Online Services (Irene)
- IX. Online Education Initiative-(CVC-OEI) Update (Jill)
  - A. Course Exchange- formerly called *Finish Faster Online* now called [Online Course Finder](#). Check that your online courses at Rio Hondo are listed and listed correctly. Please share with counseling division.
- X. DSPS/Accessibility report (?)- we will lose Kristin Denver in December who is currently checking off courses to be offered online.
- XI. Division Reports- Please share DE Committee info with your divisions!
- XII. New Business/Other/Discussion
  - A. New Goals for 2020-2021 year- 1. Create a new Peer Online Course Review document to guide faculty in Peer Reviews to included student to student contact.
    - I. Goals completed for 2019-2020 –e.g. OEI rubric use section B, POCR Club training and development (still in process), promote faculty initiated online course updates to prep for ACCJC visit (continuing), more paid professional development to help faculty create quality online courses(continuing), update By Laws (completed), create accessibility check list to prep faculty before DSPS curriculum sign off (completed), update regular and effective contact form online to included student to student contact (completed), AP4105 update (completed).

<b>Goal</b>	<b>Progress</b>
Facilitate Canvas Transition and training for new faculty	Continuing
Regular and Effective Contact Policy and communication	Continuing
Support new and continuing professional development	Continuing
OEI services, updates, Online proctoring services	Continuing
Faculty Survey/Collaborative Inquiry	<b>New-Commenced March 2018</b>
Communicate online support/tutorials	New-Commenced 9/2018
Update Website with by-laws, policy, committee membership, training	New/Commenced 7/2017
Compare community college resources and support for opportunities	New; Commenced 10/2017
Monthly E-Mail communication to faculty, staff, management	New; Commenced 9/2017
Peer Review Training Guidelines	New; Developed 10/17
Annual Board Report (courses, OEI, enrollment, demographics, retention, success, prof. development, LMS training/needs, classified support)	<b>New: Scheduled Spring 2019?</b>
Sample Canvas Shell for online, hybrid, and enhanced	New- <b>Completed 8/17</b>
Updated forms, e.g. Online Ed curriculum (changed from Distance ed or VC)	New-Need to review for DE
Attendance of Monthly Distance Ed Coordinators and Managers Meeting	New/ <b>Commenced 1/18</b>
<b>Peer Mentors-POCR Club and Guide checklist</b>	<b>New-Commenced Fall 2018</b>
Teaching for Online Learning Excellence Academy	New
Discussion Rubric	New/ <b>Developed Fall 2017</b>
Certificate of Achievement (credit, for faculty, staff, students)	New
Budget transparency (Stipends for online certification, new courses, training, best practices, compliance (Title V)	New/ Proposed 9/11/17
Update Best Practices Module	<b>New-Commenced Summer 2018</b>
Newsletter	<b>New-Commenced 3/2018</b>
Faculty Resources Center (FRC)	New- Commenced Spring 2019