

/	Jodi Senk	/	Matt Pitassi	/	Jill Pfeiffer	/	Irene Truong
/	Zulma Calderon	/	Scott Jaeggi		Michelle Pilati		DSPS
/	Yunior Hernandez	/	Grant Linsell	/	Carol Sigala	/	Vann Priest
/	Gabriela Olmos	/	Lydia Llerena	/	Bianca Urquidi		Gary Van Voorhis
/	Eugene Blackmun	/	Cynthia Lewis	/	Jennifer Tanaka	/	Warren Roberts

Distance Education Committee Agenda May 11, 2020

- I. Approval of April 13th, 2020 Meeting Minutes
 - Who would like to participate on the committee next year (in chat)
 - 1:35 mtg start
 - Minutes 4/13 approved by consensus

- II. Instructional Technology Tools and Setting (Zulma and Gabby)
 - A. Students will be uploaded for next semester May 18th
 - B. Camtasia 2020 licenses available now
 - I. Jill asked when our current ones expire, Grant clarified that all existing accounts will still work until 2022.
 - II. Jill asked how many we have left, Grant said that we now have an infinite amount until the end of our license with them.
 - III. Jill asked about Proctorio? Grant said we moved away from it, but now with all remote classes, we may go back to it. Hopefully we will hear back in 2 weeks.

- III. Manager's Report (Grant)
 - A. Grant: Software that we are using- Zoom is ready for a substantial update. Grant was part of the Beta test and said that there are some great new features, including Otter, which will transcribe and does so above what is necessary for compliance.
 - B. Emergency Blanket Addendum for summer update Grant:
 - I. The college has to submit a temp, blanket DE addendum to the state. Basically describes how our college is making sure that classes *can* be taught remotely during this time.
 - II. They will be asking us to do something similar for Fall-we are waiting for guidance from
 - III. Professional development plan to support continuing online transition
 - I. @ONE- trying to get the college to pay the fee plus a per-person stipend

- C. Jodi asked Grant if anything from “the top” has come out about Fall (regarding remote learning). Grant said that they are talking about phasing in instruction in waves. First would be courses that are required to be taught in-person (Fire, Police, Nursing), next would be lap classes that are most difficult to teach online (welding, wheel-throwing, automotive), then all labs, then the rest. What they don’t know yet are exact dates. Hopefully we will know in the next couple weeks how the start of Fall will look.
 - I. Jodi mentioned that some other schools are planning to comeback fully, but have the “Plan B” in place.
 - D. CTE Pathways/IOP Grant update.
 - I. CTE Strong started PCR club, will start certification next week. Will be having some catch-up mtgs over the summer, we were not as behind as other schools.
- IV. Updates and Professional Development (Jill)
- A. OTC Conference June 17-19, 2020 is giving refunds for registration, hotel, and *will be held online*.
 - I. Refunds are being offered
 - B. October 8th Accessibility Training on Canvas is still on- will be done by Zoom if need-be.
 - C. \$300 stipends for DE training offered through August 8th. Faculty trained back in 2015 encouraged to recertify and take the POCCR for \$500 stipend.
 - I. Would like more committee members to get trained
 - II. Goal is to get everyone trained. Jill pushed for the stipend to be made available ongoing.
- V. Technology Update (Gary)
- VI. Online Counseling (Yunior)
- A. Yunior: Counselors still working remotely- most getting used to it, but some still need more training in the process
 - B. Yunior: Students really want to know about Fall. Other schools with similar demographic are planning to go online for Fall and counselors are frustrated about not knowing- they have to keep telling students that they don’t know
 - I. Matt Pitassi agrees that it makes us look like we don’t have our act together.
 - II. Jill said that in a conversation with Dr. Reyes- we are in a similar time-frame as PCC and some other colleges.
 - III. Grant said that the colleges are trying to get messaging out at the same time, but suggested that

we may need to get a little more comfortable with ambiguity. Even if info comes out, we may need to change the message due to the LA County Health Dept.

VII. Library Online Services (Irene)

- A. Ran out of hotspots in less than a week and are also out of Chromebooks and laptops.
 - I. If students want to reserve, there is a reservation form- like a waitlist. The form is online.
 - I. Showing that there is a large need
 - II. Some students who had internet before, are having a hard time connecting now.
- B. There are chat boxes on all library pages so students can chat and get help.
- C. Library resource page continues to update.
- D. Scott: About the hotspots: what happens if the students hit the max of 25 gigs. Irene thinks that it will slow down after that.
 - I. Jill mentioned that this might be a good reason for instructors to record lectures so that students can watch later if they run out of data on their hotspot.

VIII. Online Education Initiative-(CVC-OEI) Update (Jill)

- A. [Wellness Central](#) available for Canvas course menu. All faculty should add it to their course menus by enabling through the navigation settings.
 - I. Jill encouraged everyone to use and encourage other faculty to use.
- B. [Student Readiness Support Modules](#) to help students prep to take online courses is now on the DE main page and can be added to course menus. Good idea to send out the modules to your students prior to the start of the semester in a welcome email.
 - I. Want to make sure that all courses have this designation symbol posted on the course.

IX. DSPTS/Accessibility report (??)

X. Division Reports- Please share DE Committee info with your divisions!

- A. Matt Pitassi: Regarding Proctorio, an increasing number of ppl in Sciences and Math have discovered the value of Proctorio during this remote learning time.
 - I. Will Proctorio be available during Summer
 - I. Grant: Current contract ends at the end of June. Looks like they might extend the contract through the

end of 2020, if not, we will probably not enter into a new contract at this time.

- II. Jill asked about Labster- Vann said that it is not an equitable solution bc students must use a laptop (no phone, tablets, etc)

XI. New Business/Other/Discussion

- A. Jennifer said that compared to the training that other colleges have going, we are doing a good job with modules (easier and faster than others) and stipends.
- B. Jennifer asked about Covid Funds and how they are being distributed/used at Rio Hondo. Grant said that there was an amount, and a portion had to go directly to students. The “rules” are changing out from under us, so we are avoiding spending much of the money until re-clarification comes back through.
 - I. Jennifer: is there a process for getting money used for something Covid/ remote learning related. Grant said the best way is to go through your Dean.
- C. Lydia: where are we with the courses that needed accessibility checks? Grant: Kristen from Instructure is working on them. She looks through, then reaches out with changes if needed. As of this morning she had finished 8.
- D. Policy regarding who can teach OEI aligned courses and scheduling issues of online courses in the future. (Jodi)
 - I. Should start thinking about ideas for guidelines.
 - II. Several years teaching and aligned courses.
 - III. Obstacle/ frustration is with instructors who do the work to get a class approved, but then the class is assigned to another instructor.
 - I. Some schools approval is instructor-specific.
 - II. Grant said that OEI Alignment is attached to the faculty, not the course.
- E. Resolution to acknowledge extra work by DE Support (Jodi)
 - I. Will email out to everyone.
 - II. To honor Zulma and Gabby, in recognition and of their distinguished service.
 - I. Voted yes in comments (approved by consensus)
- F. 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).

Goals 2017-2020

Goal	Progress
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	New-Commenced March 2018
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)	New: Scheduled Spring 2019?
Sample Canvas Shell for online, hybrid, and enhanced	New- Completed 8/17
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/ Commenced 1/18
Peer Mentors-POCR Club and Guide checklist	New-Commenced Fall 2018
Teaching for Online Learning Excellence Academy	New

Discussion Rubric	New/Developed Fall 2017
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	New-Commenced Summer 2018
Newsletter	New-Commenced 3/2018
Faculty Resources Center (FRC)	New- Commenced Spring 2019

Members who would like to return :

Gene Blackmun

Bianca Urquidi

Warren Roberts

Jennifer Tanaka-Hoshijo

Matt Pitassi

Scott Jaeggi

Irene Truong

Carol Sigala

Lydia Llerena

Meeting Adjourned: 2:35pm
Minutes submitted by Abby Balcom