

Distance Education Committee Agenda February 8th, 2021

- I. Approval of November 9th, 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
 - B. DE Coordinator/POCR position funding for 2021/2022?
- IV. CTE Pathways/IOP Grant update (Jenni) POCR
 - A. Grant funding ended in December 2020
 - B. POCR Training and club meetings
- V. Updates and Professional Development
 - A. November 20th, 1pm Senate subcommittee on equity in the online environment met to discuss possible training for equity in the online environment for Rio Hondo.
 - B. PD money offered through Flex \$3500- Continue @ONE course funding for equity in the spring semester or funding of POCR training or both?
- VI. Technology Update (Gary)
- VII. Online Counseling (Yunior)
- VIII. Library Online Services (Irene)
- IX. Online Education Initiative-(CVC) 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.
- X. DSPPS/Accessibility report (?)- remove this position from committee?
- XI. Division Reports- Please share DE Committee info with your divisions!
- XII. New Business/Other/Discussion
 - A. **Nominations for new DE Coordinator 2021-2023-** voting must take place in March by the committee members. Announcement of new DE Coordinator in April. New Coordinator starts at the end of the semester.
 - B. Completed Goals for 2020-2021 year- 1. Created a new Peer Online Course Review document to guide faculty in Peer Reviews to include student to student contact. Course guide is an option to adopt from Ready Made Template. (approved 11/9) 2. Update-Use the Peralta College Equity Rubric in the future per request from Angela Rhodes. Equity meeting on 11/20 at 1pm to discuss campus wide equity and equity in the online environment. (Completed, no action taken) 3. Redesign of DE page and

Senate Faculty Resources pages. (completed) 4. Newsletter sent to VP, President, and BOT members Spring 2020.

- XIII. Goals completed for 2019-2020- OEI rubric use section B, POCR Club training and development (adopted in 2019), 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). All courses moved online per pandemic March 2020 (continuing). POCR Club set up and POCR Coordinator position recognized (completed). Funding for DE Certification Training to teach online funded by CARES in 2020 (now on pause). Update and refresh of DE Certification training and Canvas template created to help faculty fast-track course building (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) and Distance Education Faculty Resource and Learning Center Canvas Shells	New- Commenced Spring 2019 and Fall 2019