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| --- | --- | --- | --- | --- | --- | --- | --- |
| **X** | Jill Pfeiffer | **X** | Matt Pitassi | **X** | Irene Truong | **X** | Adam Wetsman |
| **X** | Zulma Calderon | **X** | Scott Jaeggi | **X** | Grant Linsell |  | Jodi Senk |
|  | Yunior Hernandez |  | Carol Sigala | **X** | Gary Van Voorhis |  |  |
| **X** | Gabriela Olmos | **X** | Lydia Llerena | **X** | Bianca Urquidi |  |  |
| **X** | Eugene Blackmun | **X** | Cynthia Lewis | **X** | Jenni Tanaka-Hoshijo |  |  |
| **X** | Warren Roberts |  | Michelle Pilati |  |  |  |  |

**Distance Education Committee Minutes: February 8th, 2021**

1. Approval of November 9th, 2020 Meeting Minutes by consensus.
2. Instructional Technology Tools and Setting (Zulma and Gabby)
   1. Tech problems/updates- no report.
3. Manager’s Report (Grant)
   1. Preparation for the DE ACCJC report- no action needed and right now there are some segments of the report being written but nothing has been asked of DE yet.
   2. DE Coordinator/POCR position funding for 2021/2022- During a meeting last semester it was promised that DE Coordinator would be supported at the current 60%. Soft money has been used to prop up DE but this needs to be institutionalized. Jill and Jenni asked about funding for POCR and Grant said nothing was mentioned. A discussion ensued regarding how POCR will continue without funding. Jenni mentioned that the CVC asked how Rio is compensating faculty who review courses aligning to the OEI Rubric. Other colleges are funding reviewers and multiple coordinator positions.
4. CTE Pathways/IOP Grant update (Jenni) POCR
   1. Grant funding ended in December 2020 and there are courses that still need to be sent to the CVC for their approval. Jenni mentioned that she wanted to thank Scott Jaeggi and Tracy Rickman for reviewing section D of the rubric for many courses which allowed for them to be submitted. She also mentioned that section D on accessibility is very difficult and really should not be done by faculty. This conversation continues with the CVC. Jill asked how many total courses were submitted per the grant and Jenni said 38 courses were reviewed from July-December, 5 are CVC aligned, 3 others submitted to CVC, 20 ready to be submitted, 10 in local process. All these courses will be a part of many certificates and degrees in the future.
   2. POCR Training and club meetings will continue this semester. There are 5 faculty interested in the training even though we no longer have the $500 stipends to give. Currently the club has 17 members but only a few of those volunteered to review courses during the grant period. Jenni mentioned that if we give stipends in the future that we create a requirement to review a course.
5. Updates and Professional Development
   1. 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. There was talk of a future Equity Certification and a customized training for Rio Hondo faculty on Equity. That training did not materialize and so there is now PD money for professional development.
   2. PD money offered through Flex $3500- Continue @ONE course funding for equity in the spring semester or funding of POCR training or both? After discussion on this topic, the committee agreed to use the money to fund continued training with @ONE courses on Equity. A motion was made by Cynthia and Seconded by Lydia and all members approved to use the $3500 of Flex PD for 11, $300 stipends for @ONE Equity courses.
6. Technology Update (Gary)- mentioned the Online Course Finder problems. Jill asked if he knew what the problem was, and Gary said he was not sure. Grant mentioned that there was a glitch in the system when typing in a keyword searches with no home campus selected.
7. Online Counseling (Yunior)- not present
8. Library Online Services (Irene)- no report
9. Online Education Initiative-(CVC) Update (Jill)
   1. Course Exchange- formerly called *Finish Faster Online* now called [***Online Course Finder***](https://cvc.edu/)***.*** Jill encouraged faculty to check that their online courses at Rio Hondo are listed and listed correctly.
10. DSPS/Accessibility report (?)- Removal of this position from committee was mentioned since we don’t have a representative attending any longer. That was something Jill stated should be considered by the next DE Coordinator.
11. Division Reports- Please share DE Committee info with your divisions! There were no reports and Jill mentioned that we were able to get funding for Proctorio per the Math/Sciences Division requests.
12. New Business/Other/Discussion
    1. **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. Nominations were opened and no one from the committee expressed interest in nominating themselves. A discussion ensued regarding the lack of consistency with funding the DE Coordinator position adequately along with the POCR position. Jenni asked some questions and said she can’t commit when she didn’t know how POCR was going to be handled. She said she liked the work she is doing as POCR Director now and believes that funding should be continued. Jill agreed and said that anyone who might be interested should contact her for more information. Grant asked Jill if 60% for the DE Coordinator was enough to do the job. Jill answered that right now the set up with Jenni at 40% and she at 60% was working well and everything was running smoothly. The coordinator does what they can with the amount of reassigned time that they get. There is always more training that could be useful for faculty. She also mentioned that all of the surrounding colleges have recently reorganized their DE Departments and have at least 100% reassigned time. Chaffey college has 3 coordinators and more than 200% reassigned time and offer weekly training for their faculty. Eugene stated that from a business standpoint it would make sense to have adequate funding since DE is growing. He mentioned that he used to work at Cerritos which had a dean of de, their own secretary and coordinator positions.
    2. Scott explained some issues that were encountered with part**-**time faculty and load with teaching 4-week online courses at another college. The faculty went over the 67% load due to the nature of the weekly course hours. Some members discussed 4, 5, and 6-week course offerings at other colleges and there was consensus that Rio should consider these options to remain competitive.
    3. Adam opened up a conversation about having remote instruction in the future if we end up going back to school in the fall or whenever that would be. He mentioned the lack of classroom space, parking was discussed, and the fact that some students who work may find it more convenient to take remote lecture courses. There was consensus on this topic, and it will be brought back to the next meeting for further discussion.
13. 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).
14. 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.

**Goals 2017-2020**

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| --- | --- |
| **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 |

Meeting Adjourned: 2:36pm

Minutes submitted by Jill Pfeiffer