**Distance Education Committee Agenda April 12th, 2021**

1. Approval of March 8th, 2021 Meeting Minutes
2. Instructional Technology Tools and Setting (Zulma and Gabby)
   1. Tech problems/updates-
3. Manager’s Report (Grant)
   1. Preparation for the DE ACCJC report- no action needed
   2. DE Coordinator/POCR position funding for 2021 summer?
4. CTE Pathways/IOP Grant update (Jenni) POCR
   1. POCR Training and club meetings
5. Updates and Professional Development- Jill
   1. @ONE *Intro to Live Online Teaching and Learning* new course being offered now in self-paced format.
   2. New CCC Accessibility training 3 part course on PDF conversion to be held April 27, May 4, 11 3-4:30pm.
6. Technology Update (Gary)
7. Online Counseling (Yunior)
8. Library Online Services (Irene)
   1. Online Library Workshops are returning for Spring 2021. Live workshops via Zoom will take place from April 26-30 and asynchronous workshops via Zoom recordings will be available for two weeks after until May 14. Workshop schedule and college announcement will go out next week.
9. Online Education Initiative-(CVC) Update (Jill)
   1. Course Exchange- formerly called *Finish Faster Online* now called [***Online Course Finder***](https://cvc.edu/)***.*** Check that your summer online courses at Rio Hondo are listed and listed correctly.
10. DSPS/Accessibility report (?)- remove this position from committee?
11. Division Reports- Please share DE Committee info with your divisions!
12. New Business/Other/Discussion
    1. Voting by 2/3 of members to accept new Bylaw language. Motion to re-elect DE Coordinator and POCR Lead?
    2. Recommend to Senate offering 4-16-week online classes per the faculty and department recommendations. Senate created a task force to investigate.
    3. 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.
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).

**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) and Distance Education Faculty Resource and Learning Center Canvas Shells | New- Commenced Spring 2019 and Fall 2019 |