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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 | **X** | Carol Sigala |  | 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: March 8th, 2021**

1. Instructional Technology Tools and Setting (Zulma and Gabby)
   1. Tech problems/updates- Knowmia is discontinuing service and, per our contract, we will no longer be able to use it starting June 14th, 2022. Faculty will be alerted to download their content. Migration will be supported until August 31st, 2022. Canvas Studio will be available until June 30, 2022.
2. Manager’s Report (Grant)
   1. Preparation for the DE ACCJC report- no action needed at this time. The college is ahead of schedule for the report writing.
   2. DE Coordinator/POCR position funding for 2021/2022- As of now the DE Coordinator will be supported at current funding with soft money at 60% and the POCR lead at 40% for fall. While we continue to advocate for DE funding to be added to the regular budget, it’s a matter of convenience to use pandemic funding or other soft funding to support the department.
3. CTE Pathways/IOP Grant update (Jenni) POCR
   1. Report from CTE/OEI Grant-38 total courses got reviewed from July-December, 6 are CVC aligned, 2 being reviewed CVC, 23 ready to be submitted, 7 in local process.
   2. There is no compensation for reviewing courses for POCR now that the grant has ended.  Without institutional support, it is difficult to ask POCR members to review courses currently. No POCR members felt comfortable reviewing courses for free.
   3. Concerns continue to be discussed about Section D and POCR members not feeling confident doing this section.  Strong opinions shared that the college needs a full-time accessibility person.
   4. POCR Spring courses - There were 5 faculty that expressed they were going to take POCR for Spring and I was advised they will be able to get a $500 stipend for completing this course.
4. Updates and Professional Development- Jill
   1. Equity offering DE training with Flex Credit. *Practicing Radical Love: Breaking Down Instructor Hierarchy*, 3/12 and 3/19: 1:30-4pm. Jill highly recommends the training.
   2. @ONE *Intro to Live Online Teaching and Learning* new course being offered. $45 I’ve asked for more PD funding for those who would like to take this training. This training may be offered as a self-paced in the future.
   3. Per BOG, COLA to be tied to 10% increase in online offerings for 2021-2022. The BOG will vote on this shortly, but it is expected to pass.
   4. Add Wellness Central to all course shells. The committee agreed by consensus to add Wellness Central automatically to all course shells to support students. An email will be sent out to all faculty to alert them to the application and to add an announcement on their Canvas shells.
5. Technology Update (Gary)- not present
6. Online Counseling (Yunior)- not present
7. Library Online Services (Irene)
   1. Irene shared open house information.

**E-Resources Open House**

**Date and Time**: 3/15/21, 12:00-12:45 PM

**Zoom Meeting Link**: [https://cccconfer.zoom.us/j/96220603387](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcccconfer.zoom.us%2Fj%2F96220603387&data=04%7C01%7Cjpfeiffer%40riohondo.edu%7Cda64b1c63be94cd7c89a08d8e339adab%7C672cb94a154949f2a29aa67abc976918%7C0%7C0%7C637509184153508970%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=iRDbTxuOJ6cifz9s9URy4HkEd1hl%2F4%2FkkfWZkhUW4uQ%3D&reserved=0)

**LibGuide**: [https://libguides.riohondo.edu/eresourcesopenhouse](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Flibguides.riohondo.edu%2Feresourcesopenhouse&data=04%7C01%7Cjpfeiffer%40riohondo.edu%7Cda64b1c63be94cd7c89a08d8e339adab%7C672cb94a154949f2a29aa67abc976918%7C0%7C0%7C637509184153518961%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=per9x3YuoAH88fWG5NjaY7QD%2FS50lALqAWsagXJkszE%3D&reserved=0)

**Meeting Moderator**: Young Lee, Electronic Resources Librarian

**Purpose**: In an effort to expose more of the campus community the processes by which librarians acquire resources and shape collections at RHC Library, librarians will open up their (remote) databases/periodicals renewal meeting to anyone who should like to attend. This meeting happens twice a year—once in late October and once in mid-March. Librarians will discuss current database and periodicals subscriptions in order to decide whether to continue subscribing to given resources (based on need and usage), and also to consider canceling underutilized or no-longer-relevant resources in order to use these funds to acquire new ones. There will be time for attendees to comment on existing subscriptions as appropriate, and also to advocate for the adoption of new ones.

1. 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.
   2. There was a lengthy discussion about strategically setting up the length of classes at Rio to include 4-16-week lengths depending on the program. Eugene said that private schools have been using short course models for years and have been very successful with 4-6-week formats. Scott commented that since Fire has already been doing a winter session 4-week course remotely that he didn’t see a problem with having a WEB or online version which might be better for his department. Jill commented that she saw in the CVC Course Finder that many colleges were offering 4-week WEB Anthropology courses which prompted her to investigate and to wonder how colleges were setting it up. She suggested that the committee make a motion for a recommendation to senate.
2. DSPS/Accessibility report (?)- remove this position from committee? No determination was made regarding removing the position.
3. Division Reports- Please share DE Committee info with your divisions! No reports.
4. 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. After some consideration both Jenni and Jill have decided that they would consider staying on as POCR Lead and DE Coordinator since no one from the committee has expressed interest in running for these positions. Jenni explained that she cannot step into the DE Coordinator position due to a limited amount of reassigned time she can take due to other duties in her division. She said that she feels comfortable in the POCR Lead and would like to continue. Jill stated that if no one else wants to step up that she would stay on for a semester and recommended that the committee add more members and maybe even some part-time faculty to the committee. In the future, these new members of the committee may want to take on the role of coordinator. Grant agreed that adding more members to the committee would be a good idea and that the committee should carefully consider leadership on campus. Eugene mentioned that the Bylaws may need to be changed to allow for that and the committee agreed to review the Bylaws and to suggest new language to allow for more members and an extension for the coordinator position. Jill mentioned considering POCR Lead to be converted to POCR Coordinator in the Bylaws and that the committee be considered a sub-committee of the DE Committee.
   2. The committee briefly discussed live online or remote teaching for the future to help with classroom space and parking issues to help students with job and other commitments etc. Grant agreed to send out his presentation with information about how to code things in the class schedule and banner to the committee by email.
   3. Per the completion of the IOP/CTE Grant, the committee made the recommendation to allow faculty to teach 80-100% online if they have an online degree program or certificate that is WEB. This is a Faculty Association issue as well that must be negotiated and changed in the contract.
   4. Recommend to Senate offering 5-8-week online classes? The committee agreed by consensus to make a recommendation to senate to investigate 4-week WEB classes and offer courses in differing lengths if faculty in different departments think it would be beneficial for students.
   5. 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.
5. 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 |