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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 |  |  |
|  | Warren Roberts | **X** | Michelle Pilati |  |  |  |  |

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

1. All approved of the March 8th, 2021 meeting minutes by consensus.
2. Instructional Technology Tools and Setting (Zulma and Gabby)
3. Tech problems/updates- Zulma and Gabby
   1. Zulma introduced two new features in canvas and both can be found in the assignment tool. The first one allows you to reassign an assignment to a student, the only requirement is to have a due date and you must enter an assignment comment. The class will also be notified that the instructor wants the assignment to be completed. The second feature is that students can now use their webcam to submit assignments. Lydia asked how they do that and Zulma said they click on it and record it with Canvas studio. Jenni asked if it gets put into the speed grader and Zulma said yes. Cynthia asked about assigning dates and Zulma clarified that you don’t have to change the due dates and that it is only alerting students to redo the assignment.
4. Manager’s Report (Grant)
   1. Preparation for the DE ACCJC report-no action needed at this time.
   2. DE Coordinator/POCR position funding for 2021 summer has not been solidified yet but Grant said that there is a small amount to keep the lights on and that a formal request was made for several things related to the department. Grant showed a document that listed funding for both the POCR Lead and the DE Coordinator position to be funded for the next 2 years or for another term. The DECO will be funded at 60% and the POCR Lead at 40% with a combination of pandemic and regular funding. Jill mentioned that in the past the DECO received at least 4 hours per week for summer work and that last summer that was bumped up to a 40% load due to all the faculty getting certified to teach online. She said that that amount of time is not needed this summer, but some time is necessary to respond to faculty and be available for anyone who needs help. She also mentioned that since we are about to go through the accreditation process that continued trainings would be beneficial for faculty to prepare them to meet the standards for online teaching and accessibility.
   3. Grant also discussed the POCR Club being used to complete the accessibility checks related to the courses in the curriculum queue. He said this is not a long-term solution but a short term remedy with stipends of $500 to compensate POCR team members to help clear the queue so those courses can be offered online soon. There may be an accessibility hire soon but no details have been forthcoming.
5. CTE Pathways/IOP Grant update (Jenni) POCR
   1. Jenni said the CVC gave the POCR Team the new toolbox for the accessibility checker at the March check in meeting. She mentioned how important it was for the Rio POCR Team to be using the same tools as the CVC because checking off section D of the rubric is already very difficult and having the same tools as the CVC makes for a smooth review since different checkers find different things.
   2. There are 3 courses waiting to come back from the CVC and 3 more ready to go to be submitted to them for review. Once those come back with the changes that need to be made there are then 23 more courses to be submitted. There are 7 courses in the local process.
   3. Jenni reported that all POCR meetings and activities like trainings are now approved to receive Flex Credit.
6. Updates and Professional Development- Jill
   1. @ONE *Intro to Live Online Teaching and Learning* new course is now being offered in self-paced format. This course as well as the Equity and Culturally Responsive Teaching and Learning course should be added to a new shell or to the DE shell so faculty can take them in a self-paced format. There is a possibility of having a PD Equity Badge in the future for faculty in conjunction with the Equity Dept.
   2. New CCC Accessibility training 3-part course on PDF conversion to be held April 27, May 4, and 11th from 3-4:30pm. Sean Jordison will lead the training remotely and there are already 25 faculty signed up to attend. Faculty will need access to Adobe DE Pro.
   3. IRP stats from online course offerings were shared which showed a 46% increase in online course offerings over the past 2020-21 school year. Over 101 new sections of online courses were offered which is a huge increase. Jill said that the CTE/IOP Grant had something to do with that increase and Eugene stated that it was also because he thinks faculty are now more comfortable with online course and they understand that students want courses offered online. Jenni stated that in comparison to other schools who have up to 7 coordinators training faculty that Rio needs to look at our online course offerings and provide more support because it becomes an equity issue for our students if we do not have the support we need to provide PD to faculty.
7. Technology Update (Gary)- not present
8. Online Counseling (Yunior)- not present
9. Library Online Services (Irene)
   1. Online Library Workshops are returning for Spring 2021. Live workshops via Zoom will take place from April 26-30th and asynchronous workshops via Zoom recordings will be available for two weeks after until May 14th. The workshop schedule and college announcement will go out next week.
10. 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. We now have a Senate Task Force to investigate shorter course lengths for online education since we are seeing other campuses offering 4-6-week course lengths. A discussion about this topic and the need for Rio to stay competitive was briefly revisited. Jill mentioned that she will ask for volunteers under new business to serve on the task force.
11. DSPS/Accessibility report (?)- new person being hired in the future?
12. Division Reports- Please share DE Committee info with your divisions! No reports.
13. New Business/Other/Discussion
    1. The committee reviewed new Bylaw language that would allow for a second term for the DECO. Jill explained that it is important to have an election after each term to allow others to run since there is a tendency for incumbents to continue to be elected without challenge. The new Bylaw language makes it clear that elections will take place after each term and that the chairperson be a full-time faculty member. There was a motion to accept the Bylaws revision by Eugene and a second by Jenni. The Bylaws also included adding 4 full-time faculty and 2 part-time faculty additions to the committee as part of the Bylaw changes. New faculty will be added to the committee in fall of 2021. The committee voted unanimously to approve the Bylaws revisions and reelected Jill Pfeiffer to another term as Chairperson. There was also a discussion of approval of Jenni Tanaka as POCR Lead and consensus unanimously for her to continue in the role. Grant mentioned that this position is appointed but thought it was a good idea to have committee consensus. Jill mentioned that she thought it is a good idea as well and that the department and committee should look at the POCR Lead as another Coordinator position that should be added. There was also discussion by the committee and Jenni about formally changing the Bylaws in the future to include POCR as a subcommittee of the Distance Education Committee.
    2. Senate created a task force to investigate the topic of 4-16-week length courses per the committee vote to recommend shorter course offerings. Jill asked for volunteers and Carol, Scott, and Lydia said they were interested. A meeting will be scheduled before the end of the semester and there will probably be meetings in fall 2021 as well on the topic.
    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 discussed 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.
14. 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 |