

Distance Education Committee Minutes – September 13, 2021

X	Gene Blackmun		Cynthia Lewis		Michelle Pilati	X	Irene Truong
X	Zulma Calderon	X	Grant Linsell	X	Angela Rhodes	X	Bianca Urquidi
X	Wendy Gonzalez	X	Lydia Llerena		Warren Roberts		Gary Van Voorhis
X	Angel Ho	X	Gabriela Olmos	X	Lawrence Seymour	X	Adam Wetsman
X	Alison Holmes	X	Abbie Perry	X	Carol Sigala	X	Angela Williamson
X	Scott Jaeggi	X	Jill Pfeiffer	x	Jennifer Tanaka		

I. Introductions/approval of May 10th, 2021 minutes.

The following new members gave brief introductions and talked about their experience with Online Education: Alison Holmes, Lawrence Seymour, Abbie Perry, Angela Williamson, Angela Rhodes and Angel Ho.

Jill mentioned the committee changed their bylaws to add four more full-time faculty and two new part-time faculty, but not enough full-time faculty stepped up. Because there are more part-time faculty teaching and because the committee would like as many people as possible to participate it gives the committee the ability to invite more part-time faculty to participate.

Motion (Jaeggi/Rhodes): To accept the addition of the part-time faculty currently present to the Distance Ed Committee.

Motion passed unanimously

Brief introductions by the other committee members were given.

Approval of May 10, 2021 meeting minutes

Motion Blackman/Jaeggi: To accept May 10th meeting minutes.

Minutes were approved (Minutes adopted by the group)

II. Instructional Technology Tools and Setting

- A. Tech problems/updates- Zulma shared a new feature on canvas, the accessibility checker notification and demonstrated how it's turned on. This feature will alert you on how many accessibility issues you have pending and will walk you through fixing them. Scott asked if you will still have the POPE Tech checker? Zulma replied that you will still have access to both but the POPE will only give you an alert on each content page of how many accessibility

issues you have whereas the accessibility checker notification will also walk you through fixing them.

III. Manager's Report (Grant)

- A. Grant included the DSP&S Accessibility Report in the managers report. He explained in 2019 our DSP&S office was helping us do accessibility checking for new courses through the curriculum committee but had to stop due to new guidelines from the Chancellors Office put out in June of 2018. The college didn't have that job written in any of the job descriptions so it put us in a bind. To resolve the issue a consultant was hired to do a lot of the accessibility checks while the new job description was negotiated with CSEA. The new position is called the Accessibility and Compliance Specialist and was approved by CSEA, the District and the Board; however, there was no budget allocated for it. Grant had a meeting with President Dreyfuss this morning and the issue was resolved. The new position will probably end up reporting to the new Human Resources Vice President instead of reporting to DE because HR is technically the compliance officer, Until the Human Resources Vice President's position is filled, onboarded, and ready to take on the task, the Accessibility and Compliance Specialist will report to Grant. One of the questions that was brought up is that if the new Accessibility and Compliance Specialist is reporting to HR will they forget about Distance Ed? Grant noted they were very careful to write the job description in such a way that a big part of the work they do is about curriculum and moving things through for faculty. They will also have other responsibilities like looking over our website and similar things. Scott asked if the new Accessibility and Compliance Specialist is reporting to the new Human Resources VP how much will the new VP of HR know and understand about Distance Ed? Grant believes if we have a good manager it doesn't matter how much they know about Distance Ed. The bigger issue will be making sure they carve out enough time for it. Grant also mentioned that most positions similar to this one report to HR because HR is the compliance specialist. This would keep us more in line with our peer institutions.

Carol asked about the timeline for hiring the new Accessibility and Compliance Specialist.

Grant said he is currently working with the Vice President of Finance to process a budget augmentation and feels it can be as soon as the end of this month or middle of October. He thinks we will see the position posted fairly quickly and wants it to be done sooner so he can get the person hired and reporting to him for a period of time before they transition to HR. He feels this will address some of the concerns Gene and Carol raised.

- B. Grant reported that we still have a backlog of courses that need to be checked for accessibility. A new workflow was established with Instructional Operations. When a faculty member asks for a Distance Ed addendum as part of the curriculum process, Instructional Operations will add that course to a spreadsheet that we have of courses that are pending. As soon as a faculty member is ready to have their course checked we will check them by continuing to use the Board Authorization we had last year to use qualified faculty who have gone through POCR and who have gone through area D of POCR. We will work with those faculty to help us get through the backlog. There were about eight courses completed this summer. We are reaching out to the folks in the POCR committee and other qualified faculty that have done some accessibility Area D checking in the past. If there is anyone interested in doing some of the accessibility checking, we are using the area D rubric to do our standard course checking. If faculty have questions about where their courses are in the pending list please send Grant an email.

There is approximately twelve classes that are ready to be checked right now. There is a five-hundred-dollar stipend for faculty interested in checking the courses. It was estimated it takes about eight hours to check them and the pay roughly aligns with the non-instructional rate.

- C. Grant thanked the Distance Ed staff and talked about Guided Pathways and the area of interest shells. In the past we pushed students after they declared a major into one of the area of interest shells. The Distance Ed staff had to manually add them to these shells after they declared a major. They were only able to upload one hundred at a time and it was insanely time consuming since we were enrolling every student. Working with IT and the Distance

Ed staff we were able to make it an automated process, which proves we can automate processes between Banner and Canvas.

Jill asked if it adds students over the weekend?

Grant explained that currently banner and canvas do not communicate. The new patch that Ed Wu wrote makes adding students to the area of interest shells part of the process in the current system but does not make the connection between Banner and Canvas automatic. But there is a new patch coming. Gary has been working on this for about six months and it will be paid for using covid money since the increase of enrollment in online courses has led to additional workload creating shells. Hopefully there will be a test scenario of the new patch in the winter when enrollment is lower and a full implementation of it in the spring.

Carol asked if it will also remove students from canvas when they drop or are dropped? Grant said the patch works in both directions.

IV. Peer Online Course Review Updates (Jenni)

- A. POOCR Training and club meetings – Jenni reported there are currently thirty-three faculty members who have passed POOCR, and an additional nine in the Fall who are taking the course. Out of those there are twenty that responded that would like to be in the POOCR team this year. Regarding courses there are nine courses that were approved by the CVC O.E.I. There are four that have been CVC reviewed. Instructors are currently making changes to them and will re-submit them for review. There is also one course that has been submitted to the CVC to be reviewed additionally. As far as the list of courses that we have that are ready to submit, there are ten in the queue that passed the first and second level for the CVC rubric but are waiting for section D reviews. She is also working on the POOCR resources canvas module and is hopeful it will be up this fall.

V. Updates and Professional Development-Jill

- A. Jill reported 16 faculty attended the Online Teaching Conference on June 22-23rd. The conference the largest group DE has sent. Last year it was free but this year there was a \$150 fee. They

were able to come up with the additional money needed to send everyone that wanted to attend.

- B. On September 15, Jill will do a repeat of her FLEX Day presentation, a regular and effective contact engaging students. There is a video recording of it already uploaded on the FLEX Day website. She will probably record this one too.
- C. Flex DE funds \$3500 for faculty training- Adopt self-paced training for equity and remote teaching through OEI. – Jill reported every year the committee has \$3,500 for professional development training. The committee has to decide how they want to spend the money. In the past they offered faculty @ONE trainings such as online environment and humanizing your online course. She heard there are two new self-paced online courses released from @ONE. She asked whether to adopt those two courses and give faculty the option of doing the self-paced training and pay them a small stipend or continue doing what was done before and offer a live training. There was some discussion of which modality to offer.

Gene asked if we could do the live training and record it and archive it? Jill mentioned they are proprietary courses and she does not believe they can be recorded like the workshops we offer.

Angela Rhodes mentioned the @ONE classes are amazing and are really thorough but they also take a lot out of you. She suggested to keep the live trainings and also add in the self-paced classes to accommodate everyone's needs during these times.

Jill mentioned she is concerned faculty won't finish the self-paced classes and the money will be lost. She had to scramble last time to use the money when faculty didn't finish the courses.

It was suggested to offer half of them this semester and half in the Spring. Jill suggested the deadline to complete the courses in the Fall should be January 28th because she does not work during intersession and having an earlier deadline will make processing the paperwork problematic.

Grant suggested to split the concepts and offer self-paced first which would be due on January 28th and then funnel the remaining money into other trainings. He noted there could be other resources to offer the accessibility training.

Jill will put out a call out for both self-paced and live courses and manage it from there and report back.

Motion (Sigala/ Jaeggi): to approve the use of the Flex Distance Ed funds in the Fall for either live or self-paced @One trainings
Motion passed unanimously

- VI. Technology Update (Gary) – Absent
- VII. Online Counseling (Yunior)- Yunior hasn't been attending the meetings. Grant will reach out to Lisa to see if there is another counselor that would like to serve on the committee. Jill would like to get someone from Math and Science to serve on the committee too.
- VIII. Library Online Services (Irene) – no new report
- IX. Online Education Initiative-(CVC) Update (Jill). Nothing to report. Jill will attend a meeting on Friday and report on the next meeting.
 - A. Course Exchange- formerly called *Finish Faster Online* now called **Online Course Finder**. Check that your Fall online courses at Rio Hondo are listed and listed correctly. It's a course exchange through the California Virtual College. It's a menu of all the online classes offered in the state. They also have quality badges for those that have gone through POCR reviews. It's a great resource for both students and counselors and a great opportunity to capture FTEs by offering more online courses.
- X. DSPS/Accessibility report (?)- new position in fall?
- XI. Division Reports- Please share DE Committee info with your divisions!
- XII. New Business/Other/Discussion
 - A. Hyflex Owls update and Hyflex teaching pilots- the reviews are mixed. Adam would like more people to have the opportunity to test them out and see what they think.
 - B. Senate Task Force to meet today, 9/13 at 3pm. DE Committee members encouraged to participate. Looking at online course lengths 4-7 weeks lengths for some divisions.

Adam asked to email the zoom link? Jill doesn't know if it's open to everyone. She's happy to add more people but suggested to shoot an email to Dorali.

- C. Adam asked if we can add to next week's agenda having a possible conversation about the review of online courses. Since moving into the deans position, he's had the opportunity of reviewing online courses and while there are some that are exemplary there are others that suck. He would like to have a conversation about having some way of reviewing online courses so that we can provide high quality and standardized education, so students have the best experience. The current evaluation process is weak. Related to that are the accessibility checks. While they are wonderful some classes are dated and haven't been reviewed in years. He would like to put it in the next agenda deciding if there should be some further investigation into these areas.

Jill agreed to add it to next week's agenda but also mentioned it has been talked about many times before. There are some union issues and there is an evaluation process that is weak for courses. It's one of the issues that we continue to struggle with.

Adam noted this is a good time to talk about it because faculty are going into negotiations. Adam would just like to have a conversation about it.

Jill mentioned the solution would be to adopt the O.E.I rubric and push the agenda for all courses to go through the rubric. However, we don't currently have the capacity to do it. The Process may not happen until it's bargained, until the district is willing to come to the table, and until the Distance Education department has the capacity to handle it. She will add it to the agenda.

Gene: believes a possible solution would be to do some peer reviews. He is currently assisting his new faculty.

Carol would also like to volunteer

- D. 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. Bylaws updated with 2nd term for DECO and addition of 6 new committee members to start in Fall 2021.

- 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