Distance Education Committee November 14th, 2022

I. Approval of October 10th, 2022 Meeting Minutes
II. Instructional Technology Tools and Setting (Zulma and Gabby)
    A. Tech problems/updates-
III. Manager's Report (Grant)
    A. CVC-OEI Exchange- Teaching College timeline- June
    B. HEERF for PD- 15k
    C. Accessibility/Compliance Specialist Position
IV. Peer Online Course Review Updates (Jenni)
    A. POCR Training and club meetings-26 quality badged courses. Stipends, 2 complete POCR Training in fall.
    B. A Stipend of $500 for A-C and $500 for D for POCR reviews being offered now.
V. Updates and Professional Development- Jill
    A. 15 faculty signed up for @ONE training, 3 with $195 stipends and the rest with $385 stipends to be paid by HEERF funds in the amount of $5205.
    B. $3500 DE Flex money can be used for the Online Teaching Conference attendance or other PD.
    C. DE Evaluations negotiations teams met on 10/13 and discussed the needs of faculty and the lack of resources for DE to move forward in evaluating faculty. Jill suggested the idea be tabled until the DE Department is shored up. Jodi Senk may step onto the committee for future meetings.
VI. Technology Update (Gary)-
VII. Library Online Services (Irene)-
VIII. Online Education Initiative-(CVC) Update (Grant or Gary)
    A. Course Exchange- formerly called *Finish Faster Online* now called ***[Online Course Finder](#)***. Check that your Fall, 2022 online courses at Rio Hondo are listed and listed correctly.
IX. DSPS/Accessibility report (?)- N/A
X. Division Reports- Please share DE Committee info with your divisions and Senate!
XI. New Business/Other/Discussion
    A. Best Practices for Dropping Students from Online Courses Sub-Committee Report.
    B. Movement towards allowing qualified faculty with online degree programs to teach 100% online. OERI grant to provide resources to programs that want to move to Zero Textbook Costs (ZTC) and

> 100% online degrees supported by Chancellor's Office. Contact Sheila Lynch for more details.

   C.   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 2020-2021. 5. Bylaws updated with 2nd term for DECO and addition of 6 new committee members to start in Fall 2021. **6. DE Senate Task Force on short DE courses approved. 4-6 weeks**

XII.   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