

Distance Education Committee March 13th, 2023

- I. Approval of February 13th, 2022 Meeting Minutes
- II. Instructional Technology Tools and Setting (Zulma and Gabby)
 - A. Tech problems/updates- no report
- III. Manager's Report (Dr. Durdella or Dr. Miller)
 - A. DE Department Reorganization- DE Coordinator position update?
 - B. Other?
- IV. Peer Online Course Review Updates (Jenni)
 - A. POCR Training and club meetings- 28 in total after 2 more courses recently badged, 1 ready for review, 3 confirmed enrolled in POCR.
 - B. A Stipend of \$500 for A-C and \$500 for D for POCR reviews being offered.
- V. Updates and Professional Development- Jill
 - A. Are You a Bot or Not? Round Table discussion meetings on fraudulent students and ChatGPT.
 - DATES:
 - Monday March 20th, 5-6 pm
 - AI Uses advanced presentation by Brenda Harlow at DE Committee April 13th meeting at 2:10 p.m.
 - B. Online Teaching Conference June 21-23, 2023 at the Long Beach Convention Center for \$399 early bird registration. No cap on attendance, must be currently teaching at Rio or in summer or fall, travel expenses will be paid for by the district.
 - C. DE PD estimated costs for faculty taking @ONE courses offered \$7700 if all complete their courses in spring 2023 and approximately \$2700 from fall 2022. We have \$3500 more for PD from Flex. 15k of HEERF was approved for DE and confirmed by Dr. Miller.
 - D. Governance Manual update for DE Committee- 100% want to continue with same time and by Zoom meeting only. Most thought the description was fine with some minor additions.
 - E. Nominations for DE Coordinator and voting.
- VI. Technology Update (Gary)-
- VII. Library Online Services (Irene)- requests for new data bases and other resources with HEERF funds and she will report out next meeting. If faculty need students to use Proctorio there are mac computer available. Group study rooms in the library...opening up to single student use.
- VIII. Online Education Initiative-(CVC) Update (Jill)

- A. Course Exchange- formerly called *Finish Faster Online* now called [Online Course Finder](#).
 - B. Check that your Summer, 2023 online courses at Rio Hondo are listed and listed correctly.
 - C. June is the proposed timeline for Rio to participation in the cohort to become a “Teaching College” which is the final step towards full integration.
- IX. Division Reports- Please share DE Committee info with your divisions and Senate!
- X. New Business/Other/Discussion
- A. Courses for DE approval process- deadlines based on curriculum committee, 4 modules needed prepared, where is the consultant, how many hours, lagging process.
 - B. Best Practices for Dropping Students from Online Courses Sub-Committee Report-Adam
 - C. 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. Ongoing discussion.
 - D. Completed Goals for 2021-2022 year 1. Adoption of the POCR Rubric as a guide to building courses. 2. Adoption of an Equity Rubric to evaluate new technology 3. Sub-Committee on Best Practices for Dropping Students 4. Updated the DE page on Rio’s home page. 5. Updated the training modules.
 - E. 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
- XI. 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