

Distance Education Committee September 12th, 2022

- I. Approval of May 9th, 2022 Meeting Minutes
- II. Welcome to Jose Millan CTE and Hank Fung Math/Science to the committee and congrats to our new Senate President and DECOM member Angela Rhodes!
- III. Instructional Technology Tools and Setting (Zulma and Gabby)
 - A. Tech problems/updates-
- IV. Manager's Report (Grant)
 - A. Fraudulent students in DE courses
 - B. Adopt Technology Rubric to vet apps
 - C. Accessibility FT position?
 - D. Pandemic funding for DE PD?
- V. Peer Online Course Review Updates (Jenni)
 - A. POCR Training and club meetings-A total of 26 POCR courses have been OEI aligned at Rio Hondo College. We were able to get 6 of these cleared this summer. 7 faculty have been sent Fall 2022 POCR course information and expressed interest in joining POCR.
 - B. A Stipend of \$500 for A-C and \$500 for D for POCR reviews being offered now. Jenni had a few inquiries about stipends for instructors that are trying to get their course POCR aligned like they do at other colleges - spoke about \$1000 for first course and \$500 2nd.
- VI. Updates and Professional Development- Jill
 - A. Online Teaching Conference-June 29-July 1st Long Beach Convention Center. 20 attendees
 - B. Accessibility Center to visit all 116 colleges to check. Need to push OEI Rubric section D for all faculty to use as a guide.
 - C. Workshops- Accessibility Tools in Canvas, Universal Design Principles. See emails from Katie O'Brien, 9/15-9/27.
 - D. Meetings to remain by Zoom in Fall 2022.
- VII. Technology Update (Gary)-
- VIII. Library Online Services (Irene)
- IX. Online Education Initiative-(CVC) Update (Jill or Michelle)
 - 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.
- X. DSPS/Accessibility report (?)- Kristin Denver doing course reviews on contract for now.
- XI. Division Reports- Please share DE Committee info with your divisions and Senate!

XII. New Business/Other/Discussion

- A. Motion to use Flex DE money for professional development for accessibility training- \$3500
- B. Motion to use Section D of OEI Rubric as a guide for 508 Compliance for all faculty who teach any portion of their course online. Use Sections D of OEI Rubric to check all new courses.
- C. Survey faculty to see interest to teach 100% online. Sent to IRP to administer.
- D. Seek support from Senate in Fall to push a resolution to allow faculty to teach 100% online? New CBA leaves it up to Admin to allow.
- E. 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**

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

RIO HONDO COLLEGE DISTANCE EDUCATION COMMITTEE

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