

X	Gene Blackmun	X	Scott Jaeggi	X	Jill Pfeiffer	X	Jennifer Tanaka
X	Zulma Calderon	X	Cynthia Lewis	X	Michelle Pilati		Irene Truong
X	Adam Wetsman	X	Grant Linsell	X	Angela Rhodes	X	Bianca Urquidi
X	Angel Ho	X	Lydia Llerena	X	Jose Millan		Gary Van Voorhis
X	Alison Holmes	X	Gabriela Olmos	X	Lawrence Seymore	X	Hank Fung
X	Shirley Isaac	X	Abbie Perry		Carol Sigala		

Distance Education Committee Minutes October 10th, 2022

- I. Approval of September 12th, 2022 Meeting Minutes by consensus.
- II. Instructional Technology Tools and Setting (Zulma and Gabby)
 - A. Tech problems/updates- No report.
- III. Manager's Report (Grant)
 - A. Instructure Accessibility Consultant Kristin Denver was called back to work at Canvas and another consultant was assigned to Rio Hondo. Kristin helped get through quite a few DE course approvals during her time at Rio. The new consultant begins next week and seems comparably knowledgeable and competent.
 - B. Accessibility/Compliance Specialist Position has several applicants for the job, and some seem to be qualified. The hiring committee will resume soon.
 - C. DE Evaluations Committee will meet on 10/13 to discuss evaluations for DE courses. Both Grant and Adam mentioned that there is a wide range of quality regarding faculty online courses that needs to be addressed. Jill mentioned that the DE Department is stretched to the limit and so how those evaluations would take place is an issue until resources are provided to the DE Team.
- IV. Peer Online Course Review Updates (Jenni)
 - A. POCR Training and club meetings will resume with the first meeting today after the DE Committee meeting.
 - B. 6 courses were aligned in August by Ted Preston and Alex Gardos for their programs.
 - C. A Stipend of \$500 for A-C and \$500 for D for POCR reviews is still being offered. \$500 is offered for POCR @ONE graduates.
- V. Updates and Professional Development- Jill
 - A. The DE Department has \$3500 to spend on professional development and a few @ONE courses have been identified along with stipends for completion for faculty who complete the training. There is pending info from the district on other requested pandemic money made this past summer to be used to serve

faculty. Jill mentioned that the amount of PD has been the same for DE training for over 10 years and that Flex PD has had the same amount to serve various areas for about the same time as well.

- B. The committee vote in favor of using Section D of the OEI Rubric as a guide for accessibility and compliance for faculty.
- C. Program Data for 2021-2022- There was a 19% increase this year. Last year there was a 13% increase. The DE program has seen dramatic increases in online courses but has not received further resources to meet the demands.
- D. Program Plan requests to the meet the current demands are modeled after Chaffey College who negotiated their DE needs a couple of years ago.
 1. 2 accessibility specialists-most colleges are now about to hire a second person.
 2. increase in PD money
 3. Three 100% coordinators- for training, POCR, OEI, and program management for evaluations of DE classes
 4. 2 FT classified Techs to be reclassified as Designers
 5. FT Dean
 6. FT Clerical
 7. New computers and equipment
 7. Budget for the dept.
 8. Software and apps
- VI. Technology Update (Gary)- Not Present
- VII. Library Online Services (Irene)- Not Present
- 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. Rio is currently a Home college and is seeking Teaching college status.
- IX. DSPS/Accessibility report (?)- N/A
- X. Division Reports- Please share DE Committee info with your divisions and Senate! No reports.
- XI. New Business/Other/Discussion
 - A. Best Practices for Dropping Students from Online Courses Sub-Committee Reported that they met and are looking at the current processes and discussing possible processes that can be put in place to drop students who are not participating and who may be fraudulent. Adam mentioned that there is a grey area after students have been participating for when to drop them. The committee will meet again to try to come up with a plan.
 - B. Survey faculty to see interest to teach 100% online. Sent to IRP to administer. No report.

- C. 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 faculty to teach 100% online. A discussion ensued and there were examples provided for why qualified faculty with online degree programs should be able to teach a 100% load online.
 - 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 2020-2021. 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

RIO HONDO COLLEGE DISTANCE EDUCATION COMMITTEE

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