

X	Gene Blackmun		Scott Jaeggi	X	Jill Pfeiffer	X	Jennifer Tanaka
X	Zulma Calderon	X	Cynthia Lewis	X	Michelle Pilati	X	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	X	Carol Sigala		

## Distance Education Committee Minutes November 14th, 2022

- I. Approval of October 10th, 2022 Meeting Minutes
- II. Instructional Technology Tools and Setting (Zulma and Gabby)
  - A. Tech problems/updates- Zulma showed a new feature on Canvas that allows faculty to create a publication date for any page.
- III. Manager's Report (Grant)
  - A. UDOIT accessibility checker is moving to a paid platform and Gary and Grant decided it was worth the \$25 a month to continue to have this tool available for faculty to check their courses.
  - B. CVC Exchange Teaching College Status is on the horizon for Rio. There was a meeting of Rio administrators along with the Executive Director of the CVC, and the college is set to move forward to fully integrate so that students can seamlessly enroll in online courses from other colleges or students from other colleges can enroll in Rio courses. June is the timeline to have the college a part of a cohort of colleges that will move towards "Teaching College" status which is the final step to integration. There was a discussion by several members of the committee with regard to the dashboard and other features of the CVC Course Finder and changes made recently.
  - C. Grant reported that he applied for 15K worth of pandemic HEERF funding that was accepted for PD for faculty based off a proposal of DEI courses Jill recommended. The proposal and funding were immediately approved. The PD funding will extend throughout the year until the funds are no longer available. There is also \$3500 in funding available to send faculty to the Online Teaching Conference.
  - D. The Accessibility/Compliance Specialist Position is put on hold and there is a DE reorg in process. An Assistant Dean and 2 designer positions are part of the plan at this point. Grant explained the rationale for the assistant dean position and there was discussion and questions with regard to the reorg by committee members.

- IV. Peer Online Course Review Updates (Jenni)
  - A. POCR Training and club meetings-Jenni reported that there are currently 26 quality badged courses.
  - B. A Stipend of \$500 for areas A-C of the OEI Rubric and \$500 for area D for POCR reviews are being offered now to faculty POCR members who want to participate in reviews.
- 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 for next semester.
  - 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 but that has not been confirmed yet.
- VI. Technology Update (Gary)- No report.
- VII. Library Online Services (Irene)-
  - A. Irene reported that library workshops are now live again and are asynchronous. Those students who finish a workshop will receive a badge. She provided links in the chat for the workshop schedule.
  - B. She also showed the New and Trial Data Bases menu item from the Articles and Databases area on the library website. She encouraged committee members to share info about this with their divisions and have faculty explore and recommend which services they recommend for themselves or for student use.
- 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. Grant reported on the integration to teaching college status in his report.
- 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- Adam said the committee met but he has not had time to put together the best practices recommendations from faculty that served on the committee.
  - B. Several members of the DE Committee would like to see movement allowing qualified faculty with online degree programs to teach 100% online loads. OERI grant will provide resources to programs that want to move to Zero Textbook Costs (ZTC) and 100% online degrees. There is financial support by Chancellor’s Office to support 100% online degree programs to use ZTC. Allowing faculty to teach 100% online loads will support faster degree and certificate completion for students. Michelle Pilati explained the details of the funding and those interested can contact Sheila Lynch for more details or wait for her emails.
  - 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 2<sup>nd</sup> 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

RIO HONDO COLLEGE DISTANCE EDUCATION COMMITTEE

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)	<b>New: Scheduled Spring 2019?</b>
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
<b>Peer Mentors-POCR Club and Guide checklist</b>	<b>New-Commenced Fall 2018</b>
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