

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

Distance Education Committee March 13th, 2023 Minutes

- I. Approval of February 13th, 2022 Meeting Minutes by consensus.
- 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 was passed by the Board of Trustees and admin is working on the paperwork to submit to HR for the hiring of the Senior Secretary and the Assistant Dean. The DE Coordinator and POCR positions will both be DAPS and the updates by Jill and Jenni are being incorporated and sent to HR to be finalized by the April 1 deadline.
 - B. Jill will be handling the Online Teaching Conference advertising and we want to maximize participation of faculty. There are 20 slots available for faculty to attend and money available for the entire DE team to attend.
- IV. Peer Online Course Review Updates (Jenni)
 - A. POCR Training and club meetings- 28 POCR courses badged now in total after 2 more courses recently passed, 1 ready for review, 3 confirmed and enrolled in the POCR training and 1 interested to attend in May.
 - 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. 20 faculty 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 is \$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% of the committee members want to continue with same time and by Zoom meeting only. Most thought the description was fine with some minor additions. There was a discussion about having students on the committee, but some members thought that using a survey would be best or to participate if there is a specific need.
 - E. Nominations for DE Coordinator and voting is suspended since no one from the committee is interested to serve. There was discussion about having PT faculty serve as DE Coordinator or faculty from POCR or the position will just be flown as a campuswide DAP.
- VI. Technology Update (Gary)- Not present
- VII. Library Online Services (Irene)- We put in a lot of requests for new data bases and other resources with HEERF funds and that will be reported out next meeting. If faculty need students to use Proctorio there are mac computer available. Group study rooms in the library are available for single student use now by reservation.
- 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. Jenni mentioned that courses that are full are not showing on the CF. She called to complain about that since students at other campuses won't know that the course is offered. It should show as full, especially since our courses have wait lists.
 - 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- A discussion was led by Jenni regarding deadlines based on curriculum, the 4 modules needed

prepared, where the consultant is and why it's taking so long to approve courses. Jill brought up the problem of new faculty teaching already approved courses. Those new courses built are not being approved partly because of a lack of resources. It should be a faculty member looking at or reviewing these courses not a dean since they may not have any training. Part-time faculty DE training and acceptance of training from other colleges was also discussed.

- B. Best Practices for Dropping Students from Online Courses Sub-Committee Reported by Carol Sigala that it should be in the syllabus and that students should be dropped according to the drop policy. Cynthia commented that there was no decision made about any policy.
 - 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).

RIO HONDO COLLEGE DISTANCE EDUCATION COMMITTEE

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

Approved/JP