

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	Dr. Durdella		Angela Rhodes		Bianca Urquidi
X	Angel Ho	X	Lydia Llerena	X	Jose Millan	X	Gary Van Voorhis
X	Alison Holmes	X	Gabriela Olmos	X	Lawrence Seymore		Hank Fung
X	Shirley Isaac	X	Abbie Perry	X	Carol Sigala		Dr. Miller

Distance Education Committee Minutes April 10th, 2023

- I. Approval of March 13th, 2022 Meeting Minutes by consensus.
- II. Instructional Technology Tools and Setting (Zulma and Gabby)
 - A. Tech problems/updates- Proctorio usage report was given by Zulma. Jill discussed why we wanted the report and issues with Proctorio to be aware of for the admin and committee. Gabby showed a new feature in Canvas Submit for student which is a link in the gradebook.
- III. Manager's Report (Dr. Durdella or Dr. Miller)
 - A. DE Department Reorganization- The Senior Secretary and Assistant Dean jobs have been flown and may be extended since they did not post to the CCC Registry.
 - B. [Proctorio recommendations](#)- There was a discussion regarding the usage and potential problems of Proctorio since there was a recent court case that decided camera use by testing application to be an invasion of student privacy. Shirley provided the Biology department perspective and their usage and Jill gave the DECO concerns both from the local and state level. Dr. Durdella will get a legal opinion from the admin side and report back.
 - C. CVC-OEI Teaching College Status- Dr. Durdella provided an update stating that the college is set for the June cohort. Gary provided further details of how the integration to Teaching College status will take place on the tech side.
- IV. Peer Online Course Review Updates (Jenni)
 - A. POOCR Training and club meetings- 29 courses badged, 1 ready for review, 3 confirmed enrolled in POOCR for the next course.
 - B. A Stipend of \$500 for A-C and \$500 for D for POOCR reviews being offered.
 - C. Courses for DE approval process- deadlines based on curriculum committee and Jenni mentioned she has a course in the queue and based on the progress recently that her course would take 3 years to clear. She questioned the consultant and how many hours they are working at the moment to clear courses.
- V. Updates and Professional Development- Jill

- A. Guest Speaker on AI-Brenda Harlow gave a 20-minute presentation on the uses of ChatGPT for faculty and students.
 - B. DEFLRC Creating Accessible Course Content @ONE course adopted and placed in the course shell for faculty to access. The next DECO should consider facilitating courses in the future.
 - C. 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 by the district.
 - D. DE PD tracking completion of @ONE courses in progress and stipends are being prepared to pay faculty who completed courses.
 - E. 2023-2025 DE Coordinator job put on hold since we are waiting to hear more about the interview timeline from HR.
 - 1. DECO Retreat at OTC June 21st, 10-1p.m. \$50 registration and the next DECO should attend if possible.
- VI. Technology Update (Gary)- Gary provided an update on the CVC-OEI integration.
- VII. Library Online Service Statista (New Trial Library Database): <https://libguides.riohondo.edu/db/statistaes> (Irene)- Obtained a trial of the software that provides graphics, stats and/or data. Faculty can test it.
- 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. Creation of a DE Handbook and policies in the future. Examples from other colleges: [Delta College](#), [Ventura College](#), [Diablo Valley](#), [Peralta CC](#)
 - B. 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.

- C. Completed Goals for 2021-2023 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.
- D. 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

RIO HONDO COLLEGE DISTANCE EDUCATION COMMITTEE

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