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

Distance Education Committee May 8th, 2023 Minutes

I. Approval of April 10th, 2023 Meeting Minutes by consensus.
II. Instructional Technology Tools and Setting (Zulma and Gabby)
  A. Tech problems/updates- no report.
III. Manager's Report (Given by Jill)
  A. DE Department positions- DE Coordinator position deadline extended until May 15th. Assistant DE Dean hiring is underway and there were plenty of high quality candidates. Carol Sigala is sitting on the hiring committee.
  B. [Proctorio recommendations](#)- Jill said she spoke with Dr. Durdella who could not get Zoom to work today so she may not make the meeting. Dr. Durdella spoke with Dr. Miller who said that the college must follow the Chancellor's Office recommendations and not allow camera's on while using Proctorio.
  C. CVC-OEI Teaching College Status- Set to enter the cohort in June.
IV. Peer Online Course Review Updates (Jenni)
  A. POCR Training and club meetings- 30 badged and maybe 31 badged by June. There are several faculty signed up for the next POCR training by @ONE.
  B. A Stipend of $500 for A-C and $500 for D for POCR reviews being offered.
  C. Courses for DE approval is moving along and Jenni mentioned that her course was recently approved. The problems with the slow approval process seems to have cleared up.
V. Updates and Professional Development- Jill
  A. Online Teaching Conference June 21-23, 2023 at the Long Beach Convention Center for $399 early bird registration. 20 faculty attending.
  B. @ONE is reorganizing and will continue into the near future according to the report by the DECO statewide organization. Courses should resume in the fall hopefully.

     C.   2023-2025 DE Coordinator- The new coordinator should attend the DECO retreat offered by the OTC and so should the new Assistant Dean.

         1. DECO Retreat at OTC June 21st, 10-1p.m. $50 registration

VI.   Technology Update (Gary)- An update on the Teaching College status for the CVC was provided along with a report on the Banner update to help automatically enroll students in online courses.

VII. Library Online Services (Irene)- Library Online Services (Irene)- Spring 2023 Library Workshops (In-Person & Online) have begun! Workshops cover different areas on how to become a better researcher (i.e. how to cite, spot misinformation, develop research topics, etc.). Please consider offering credit for students to attend. Students receive a digital badge via Badgr at the end of every workshop. For more info, visit: https://gorio.page/rhclworkshops

VIII. Online Education Initiative-(CVC) Update (Jill)

     A.   Course Exchange- formerly called *Finish Faster Online* now called **[Online Course Finder](.)**.

     B.   Check that your Fall, 2023 online courses at Rio Hondo are listed and listed correctly.

IX.   Division Reports- Please share DE Committee info with your divisions and Senate!

X.   New Business/Other/Discussion

     A.   Online Course Approval and DE Addendum for curriculum should be reviewed with the new Assistant Dean and Coordinator in the future. It might be a good idea to invite the Curriculum Coordinator to discuss the process and consider streamlining it.

     B.   FRC- Many coordinators are not keeping it up to date and it was never part of their job description. Who should manage it? Jill suggested that perhaps the new Senior Secretary for the DE Department can be trained to handle updating information in that shell.

     C.   The creation of a DE Handbook and specific policies in the future is still on this new business list and Jill mentioned she added Peralta's handbook for comparison. Examples from other colleges: [Delta College](), [Ventura College](), [Diablo Valley](), [Peralta CC]()

     D.   Rio Hondo should allow all faculty with online degree programs to teach 100% online if they have enough courses online to do so. The contract allows this, but many deans don't understand that,

and the district needs a culture change if we are to remain competitive with other colleges.

E. 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.

F. 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 created on Best Practices for Dropping Students 4. Updated the DE page on Rio's home page. 5. Updated the DE Faculty Learning and Resources shell modules with new @ONE self-paced training courses and other training materials for best practices in online education. 6. Created the DAP for POCR and updated the DAP for DECO. 7. DE Department Reorg.to include a Senior Secretary and an Assistance DE Dean as well as adding Accessibility Specialist titles to Instructional Designer positions 8. Governance Manual updated for DE.

G. 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. (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**
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

JP/Draft