

X	Gene Blackmun	X	Scott Jaeggi	X	Jill Pfeiffer	X	Jennifer Tanaka
X	Zulma Calderon		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		Warren Roberts		Gary Van Voorhis
X	Alison Holmes	X	Gabriela Olmos		Lawrence Seymore		
X	Shirley Isaac	X	Abbie Perry		Carol Sigala		

Distance Education Committee Minutes May 9th, 2022

- I. Approval of April 11th, 2022 Meeting Minutes by consensus.
- II. Welcome to Jose Millan CTE and Hank Fung Math/Science to the committee. They will start next fall.
- III. Instructional Technology Tools and Setting (Zulma and Gabby)

Tech problems/updates-

 - A. Gabby gave a demonstration showing how to use the new Icon Maker tool in Canvas. The tool allows instructors to incorporate simple icons directly into the rich content editor without using an outside app. There are a variety of icons to use that can be customized easily. Jenni brought up a concern with icons being flagged per area D of the OEI Rubric. Jill asked about linking a URL to the icon and Gabby confirmed that you can link.
 - B. Zulma gave a quick presentation on how to enable emojis on submission comments on assignments. The emojis shown are the ones most used.
- IV. Manager's Report (Grant)
 - A. Knowmia to Studio migration of videos will be seamless with very little intervention by faculty since IT and DE are working together on the solution. Jill will send out an email to heavy users and we expect Knowmia to pull their services by the end of June. Faculty will see their videos on Canvas Studio and be able to load them into their courses well before the fall courses start.
 - B. CourseFinder update- Grant demonstrated the fixes that are making searching for courses easier. We have applied for home college status, and we expect the quality badges to show along with all asynchronous courses from Rio showing properly on the site in the fall. Scott brought up some issues with the class schedule and 508 compliance along with other issues. A discussion about ways to make our class schedule compliant and include missing locations and description of courses ensued.
 - C. Accessibility position flyer was updated with new job specs and we expect more applicants to apply the next time around. We hope to have a full-time person hired by spring 2023.

- V. Peer Online Course Review Updates (Jenni)
 - A. POCR Training and club meetings- Jenni mentioned we have a meeting today after the DE Committee meeting from 2:45-4pm and that there will be training by the CVC. Anyone from the DE Committee is invited to attend. 2 additional OEI courses cleared and 17 are at the state level.
- VI. Updates and Professional Development- Jill
 - A. Online Teaching Conference-June 29-July 1st Long Beach Convention Center. 22 faculty attendees are registered.
 - B. May 10th 1:30-2:30pm Build a Better Online Course workshop.
 - C. [Register for](#) the [2022 Cal OER Conference](#), which will be held virtually on August 3 - 5, 2022.
- VII. Technology Update (Gary)- not present
- VIII. Library Online Services (Irene)- No real updates other than the library is now accepting summer technology requests including Chrome Books, graphing calculators, and hotspots. Please let your division faculty know.
- IX. Online Education Initiative-(CVC) Update (Jill or Michelle)
 - A. Course Exchange- formerly called *Finish Faster Online* now called [Online Course Finder](#). Check that your Summer/Fall, 2022 online courses at Rio Hondo are listed and listed correctly.
- X. DSPS/Accessibility report (?)- new position waiting to be hired
- XI. Division Reports- Please share DE Committee info with your divisions and Senate!
- XII. New Business/Other/Discussion
 - A. Survey faculty to see interest to teach 100% online. Sent to IRP to administer. From that we will see if we want to involve Senate in a resolution.
 - B. Seek support from Senate in Fall to push a resolution to allow faculty to teach 100% online. This will be discussed again in fall once we have the data from the survey that IRP will send out.
 - 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 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**

XIII. 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