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	X	Grant Linsell		Angela Rhodes	X	Bianca Urquidi
X	Angel Ho	X	Lydia Llerena	X	Jose Millan	X	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 September 12th, 2022

I. Approval of May 9th, 2022 Meeting Minutes by consensus
II. Welcome to Jose Millan CTE and Hank Fung Math/Science to the committee and congrats to our new Senate President and DECOM member Angela Rhodes!
III. Instructional Technology Tools and Setting (Zulma and Gabby)
   A. Tech problems/updates- No report.
IV. Manager's Report (Grant)
   A. Fraudulent students in DE courses- Grant discussed the cases of fraudulent students enrolling in online courses and how the district mitigated the situation. Jill mentioned that she found that students without profile pictures and odd discussion posts where bots defined terms rather than wrote in a normal fashion were a tip off inside the course. Bounced back emails was the first clue that there was something wrong and that led to her following up with IT and later noticing students not logging into Canvas in a timely manner at the start of the class.
   B. Adopt Technology Rubric to vet apps- Grant mentioned there was an uptick in faculty asking for the department to add apps to Canvas. Grant shared the rubric that Zulma found with the committee to vet tech apps. A discussion ensued about the uses of a rubric and why it is important. The committee voted by consensus to adopt the rubric or some form of it for use in the future.
   C. Accessibility FT position- The position is still in the process of hiring.
   D. Pandemic funding for DE PD- Jill asked about further PD funding per the Chancellor's Office memo to incentivize faculty to train to learn how to teach better online and synchronous courses. Grant shared that the request was submitted and in process.
V. Peer Online Course Review Updates (Jenni submitted the following report)
   A. POCR Training and club meetings-A total of 26 POCR courses have been OEI aligned at Rio Hondo College. We were able to

get 6 of these cleared this summer. 7 faculty have been sent Fall 2022 POCR course information and expressed interest in joining POCR.

B. A Stipend of $500 for A-C and $500 for D for POCR reviews being offered now. Jenni had a few inquiries about stipends for instructors that are trying to get their course POCR aligned like they do at other colleges - spoke about $1000 for first course and $500 2nd.

VI. Updates and Professional Development- Jill

A. Online Teaching Conference-June 29-July 1st Long Beach Convention Center. 20 faculty attended which is highest number to date. Michelle commented on what she found beneficial and so did a couple of other members who attended.

B. Accessibility Center to visit all 116 colleges to check on the campuses. Jill discussed the need to push OEI Rubric section D for all faculty to use as a guide to build their courses. She asked the committee to vote to adopt section D of the OEI Rubric to use as a guide for faculty building accessible online courses.

C. Workshops- Jill mentioned she is training during the month of September with 3 workshops. Accessibility Tools in Canvas and Universal Design Principles are coming up. See emails from Katie O'Brien, 9/15-9/27.

D. Meetings to remain by Zoom in Fall 2022. The committee agreed and stated that they would like to continue to meet by Zoom in spring 2023 as well since it makes it easier to attend.

VII. Technology Update (Gary)- No update.

VIII. Library Online Services (Irene)- No update.

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 Fall, 2022 online courses at Rio Hondo are listed and listed correctly.

X. DSPS/Accessibility report (?)- Kristin Denver doing course reviews on contract for now.

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

XII. New Business/Other/Discussion

A. Motion to use $3500 DE Flex PD money for professional for accessibility training was motioned by Carol and seconded by Scott and was approved by consensus.

B. Motion to use Section D of OEI Rubric as a guide for 508 Compliance for all faculty who teach any portion of their course online. Use Sections D of OEI Rubric to check all new courses was tabled until the next meeting due to time constraints.

C. Survey faculty to see interest to teach 100% online. Sent to IRP to administer.

D. Seek support from Senate in Fall to push a resolution to allow faculty to teach 100% online? New CBA leaves it up to Admin to allow.

E. 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

Meeting closed at 2:36 p.m.