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

Distance Education Committee Minutes February 13th, 2023

I. Approval of November 14th, 2022 Meeting Minutes by consensus.

II. Instructional Technology Tools and Setting (Zulma and Gabby)
  A. Tech problems/updates- no updates.

III. Manager's Report (Dr. Durdella or Dr. Miller)
  A. DE Department Reorganization- Dr. Miller went over the various positions involved in the reorg that includes 2 Instructional Designers/Techs/Accessibility Specialists combined roles each at 100%, 1 De Coordinator at 40% but possibly funded up to 60%, codification of a new POCR Coordinator SAP position with 40% reassigned time, a Senior Secretary, and an Assistant Dean of Distance Education to report to the Executive Dean of Institutional Effectiveness and the VPAA. Some faculty expressed concern about the Accessibility Specialist position rolled into the tech and designer position and that the DE Dept. is being shifted from an academic area dean oversight to an administrative dean oversight.
  B. Dr. Durdella highlighted her experience with DE and previous roles that prepare her to work with the DE Dept. Jill mentioned that having a dean closely connected to the data that can be pulled to support the DE Dept. is a good idea and that other colleges are doing something similar in their reorgs.

IV. Peer Online Course Review Updates (Jenni)
  A. Jenni reminded the committee that POCR Training and club meetings are directly after the DE Committee meetings and so there is a meeting at 3 p.m. today.
  B. A Stipend of $500 for A-C and $500 for D for POCR reviews is continuing to be offered along with a stipend for new faculty who want to take the @ONE POCR training course to participate on the team.

V. Updates and Professional Development- Jill
  A. Are You a Bot or Not? Round Table discussion meetings on fraudulent students and ChatGPT.

- ▪ DATES: Thursday February 16th, 3-4 p.m.
- ▪ Wednesday March 1st, 3-4 p.m.
- ▪ Monday March 20th, 5-6 pm

B. Jill asked about the 15K approved HEERF funding and added that there is $3500 DE Flex money can be used for the Online Teaching Conference attendance for June 21-23 at the Long Beach Convention Center for $399 early bird registration. Dr. Miller said he would confirm that the money is available. Last year 31 faculty attended. Jill mentioned that this year's conference is set to be interesting due to the new AI technology and Title 5 DE updates that will be the focus.

C. Jill encouraged committee members to check out the DECO org and sign up for the latest updates through the list serve. [CCCDECO.org updates](#)-[Story on UCB Consent Decree](#)-was shared which highlights a UC Berkely court case which gives the university 3.5 years to make the campus fully accessible. The case highlights the pressures on public schools to fall in line with 508 compliance. Accessibility Center visit is optional for the campus if Rio decides to go in that direction for a full review of what needs to be handled to become 508 compliant.

D. Jill opened nominations for DE Coordinator and explained that the position begins May 30th, 2023 and is a 2 year term. 40% reassigned time is on the books and maybe more in the future with the reorg. Jill said that having a Senior Secretary on board will free up time for the position. No one volunteered or was nominated. Jill explained that the committee has a special way of electing the DAP DE Coordinator and that it must be a sitting member of the committee according to the By Laws. Voting will take place at the March 13th meeting. Contact Jill for more information or to nominate yourself or someone else who agrees to take the position.

VI. Technology Update (Gary)- n/a
VII. Library Online Services (Irene)-n/a
VIII. Online Education Initiative-(CVC) Update (Jill)
   A. Course Exchange- formerly called *Finish Faster Online* now called ***[Online Course Finder](#)***.
   B. Check that your Spring, 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 and will allow students to seamlessly enroll in Rio courses and for Rio students to enroll in other college's courses.

IX. Division Reports- Please share DE Committee info with your divisions and Senate! No reports.

X. New Business/Other/Discussion

A. Best Practices for Dropping Students from Online Courses Sub-Committee Report-Adam reported that he hasn't organized the information from the meeting.

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 2021-2022 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.

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).

Draft/JP