**Distance Education Committee Agenda October 12, 2020**

1. Approval of September 14th, 2020 Meeting Minutes
2. Instructional Technology Tools and Setting (Zulma and Gabby)
   1. Tech problems/updates
3. Manager’s Report (Grant)
   1. Preparation for the DE ACCJC report- no action needed
4. CTE Pathways/IOP Grant update (Jenni)
   * 1. CVC accepted 2/3 Courses
5. Updates and Professional Development
   1. Vann Priest taken off the committee due to new duties.
   2. October 1, 8, 15th Accessibility Training on Canvas through Zoom. POPE Tech is a new accessibility checker now installed.
   3. $300 stipends for DE training offered through December 4th. New DSPS Module created and offered to all faculty for a $150 stipend through 12/20?
   4. @ONE training due December 13th for $300 stipend.
6. Technology Update (Gary)
7. Online Counseling (Yunior)
8. Library Online Services (Irene)
9. Online Education Initiative-(CVC) Update (Jill)
   1. Course Exchange- formerly called *Finish Faster Online* now called [***Online Course Finder***](https://cvc.edu/)***.*** Check that your online courses at Rio Hondo are listed and listed correctly. Please share with counseling division.
10. DSPS/Accessibility report (?)- Kristin Denver, our temporary accessibility specialist, created a new DSPS module in the DE Certification Training to replace the previous one.
11. Division Reports- Please share DE Committee info with your divisions!
12. New Business/Other/Discussion
    1. Resolutions for senate to support Distance Education. Department services at the same level for 2021.
    2. New Goals for 2020-2021 year- 1. Create 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. 2. Use the Peralta College Equity Rubric in the future per request from Angela Rhodes.
       1. Goals completed for 2019-2020 –e.g. OEI rubric use section B, POCR Club training and development (still in process), 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).

**Goals 2017-2020**

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| **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) | New- Commenced Spring 2019 |