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| **/** | Jodi Senk | **/** | Matt Pitassi | **/** | Jill Pfeiffer | **/** | Irene Truong |
| **/** | Zulma Calderon | **/** | Scott Jaeggi | **/** | Michelle Pilati |  | DSPS |
|  | Yunior Hernandez | **/** | Grant Linsell | **/** | Carol Sigala | **/** | Vann Priest |
| **/** | Gabriela Olmos | **/** | Lydia Llerena | **/** | Bianca Urquidi | **/** | Gary Van Voorhis |
| **/** | Eugene Blackmun | **/** | Cynthia Lewis | **/** | Jennifer Tanaka | **/** | Warren Roberts |

**Distance Education Committee Minutes September 14, 2020**

1. Approval of May 11th, 2020 Meeting Minutes by consensus.
2. Instructional Technology Tools and Setting (Zulma and Gabby)
   1. Tech problems/updates- Gabby mentioned that in the index page, instructors can now delete multiple pages at one time.  This change allows outdated pages to be removed more quickly.
   2. Zulma informed the committee that we can now access Global Announcements through the Account Navigation. Since DE Support sends very long Announcements that clutter their Dashboard, they can now remove them and see them on the Global Announcement link on the Account Navigation. She also did a demo.
3. Manager’s Report (Grant)
   1. Preparation for the DE ACCJC report-Grant said he wanted the committee to start thinking about what needs to happen for the DE area of the ACCJC accreditation report. He said there is no action needed now but that we should think about making sure, as a committee, that all of the documents related to DE on campus are in alignment with our policies.
   2. Jill mentioned that AP4105 and the Regular and Effective Contact Form that faculty fill out and submit have been updated. We are waiting for AP4105 to be approved by the board and it was attached along with the agenda. The peer review results form for evaluations is most likely up to date as well but we can look at all the documents at the next meeting.
   3. We are concerned because the IOP/CTE grant funding will end which will reduce the reassigned time back to 40% from 80% for coordinators, reduce Gabby Olmos time back to .75 from 100%, and possibly reduce OT. Information was shared with the Board of Trustees, President Dryfuss, and VP Ramirez about the lack of funding for DE in a newsletter sent to them. The newsletter called *DE Highlights* also included some great stats on the growth of the DE program over the last year including 1k enrollment bump since last year, 22 more online sections offered, and a steady increase of enrollments and course offerings since 2015.
4. CTE Pathways/IOP Grant update (Jenni)
   1. Jodi submitted the application to be a CVC-OEI Aligned Institution. We had 3 courses submitted and reviewed and a norming session to advise on some problems with the review process. We have 4 more courses ready to go to the CVC now for review.
   2. POCR currently has 12 courses in the local review process and faculty have stepped up from the club to review them. The goal is to have 18 additional courses ready to be reviewed. We have 19 POCR trained and 26 total part of the CTE Grant. 16 faculty are interested in taking the Fall POCR courses.
5. Updates and Professional Development (Jill)
   1. On September 18th training will be open to all faculty who would like to attend by Zoom on the new Canvas template to help faculty build their courses. This training will be conducted by Kristin Denver, our accessibility specialist, who created the template. The training is 9:45-11am and faculty can receive flex credit for attendance.
   2. October 1, 8, 15th Accessibility Training on Canvas through Zoom will highlight a new accessibility checker called POPE Tech. We have 42 faculty signed up for the training for either a $150 stipend or flex credit.
   3. We are continuing the $300 stipends for DE training offered through December 4th. Faculty trained back in 2015 are encouraged to recertify and take the POCR for a $500 stipend.
   4. We have 18 people signed up for @ONE training which will be due December 13th for a $300 stipend. We are offering two courses to boost faculty knowledge on Equity or Humanizing their online courses.
6. Technology Update (Gary)- No report
7. Online Counseling (Yunior)- Counselors are continuing to offer and perform remote counseling via Cranium Cafe as well as telephone (for those counselors who are not comfortable and/or have not been trained by taking the Cranium cafe training class). Most students are aware of online counseling available but we are working on making it much easier for students to schedule appointments with us.
8. Library Online Services (Irene)-
   1. RedShelf and VitalSource are no longer providing free emergency access to textbooks as of May 2020. If instructors need access to a textbook for their students, let the Library know and we will do our best to procure an ebook copy, but keep in mind that some publishers do not offer e-textbook versions with our vendors. We have bought access to some audiobooks as an alternative for some titles. We recommend instructors to consider switching to OER texts if possible for future courses.
   2. We have no adjunct librarians working this semester so our Library hours are limited. Remote chat/text/*Zoom*/email assistance is available Monday-Thursday from 8AM-12pm & 2PM-6PM, and Fridays from 8AM-3PM. The Library building is closed for the remainder of the fall semester with the exception of technology pickups by appointment only.
   3. The Library is still offering library orientations via remote instruction. Faculty instructors can request synchronous or asynchronous orientations that are customized to student assignments or research needs. Faculty can continue to use our online form to submit their requests here: <https://www.riohondo.edu/library/faculty-request-for-library-instruction/>.
   4. Thanks to Gary and IT, the Library recently received a shipment of Chromebooks and mobile hotspots for students to check out. Students who are on our technology waitlist are being contacted to come to the Library and pick up their requested equipment. Students who would like to be placed on the waitlist can submit their requests on our online form here: <https://www.riohondo.edu/library/technology-request/>. If students cannot wait, LA County Library is also offering Chromebook and Hotspot Loans for 3 weeks. More info can be found here: <https://lacountylibrary.org/express-service/>
9. Online Education Initiative-(CVC-OEI) Update (Jill)- 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 the counseling division since there are lots of courses offered across the 115 colleges that might help our students finish their requirements or degrees.
10. DSPS/Accessibility report (Jill)- The campus will lose Kristin Denver in December who is currently being paid through the CTE/IOP Grant to check that new online courses meet the requirements as indicated in the curriculum process. This will be discussed with VP Ramirez by Jill and Grant this week.
11. Division Reports- Please share DE Committee info with your divisions!
12. New Business/Other/Discussion
    1. New Goals for 2020-2021 year- 1. Create a new Peer Online Course Review document to guide faculty in Peer Reviews to included student to student contact. 2. Review documents for ACCJC visit.
       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 |