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

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| **/** | Jill Pfeiffer | **/** | Matt Pitassi | **/** | Irene Truong |  | Michelle Pilati |
| **/** | Zulma Calderon | **/** | Scott Jaeggi | **/** | Grant Linsell |  |  |
|  | Yunior Hernandez | **/** | Carol Sigala | **/** | Gary Van Voorhis |  |  |
| **/** | Gabriela Olmos | **/** | Lydia Llerena | **/** | Bianca Urquidi |  |  |
| **/** | Eugene Blackmun | **/** | Cynthia Lewis | **/** | Jenni Tanaka-Hoshijo |  |  |
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1. Approval of September 14th, 2020 Meeting Minutes by consensus.
2. Instructional Technology Tools and Setting (Zulma and Gabby)
   1. Tech problems/updates
      1. Gabby: Announced that a new rich content editor will be adopted in December and able to use then in Canvas, then screen-shared and gave instructions to turn on the RCE (rich content editor).
      2. Jill asked about the Pope Tech accessibility checker tool, and Gabby showed how to find it at the bottom of the Canvas page near the save button.
3. Manager’s Report (Grant)
   1. Preparation for the DE ACCJC report- no action needed
   2. Grant: Spending through CTE pathways grant money ends in December. We need help talking to upper admin about changes in funding and support that are needed for the Distance Education Department and so we are heading to Senate with recommendations to keep support for students and faculty as current levels by maintaining the CTE/IOP Grant level support.
      1. Accessibility consultant Kristen with Instructure is finishing up a new accessibility module, then Jill will share with campus community. If faculty want to log in and complete the module, they will get $150 stipend. This is for any faculty and it will take about 8 hours. Faculty will get $150 or 10 hours flex credit.
      2. Moving into next semester, we are losing our ability to evaluate the accessibility of courses and we need an accessibility specialist asap in order to continue to approve courses offered in the online modality.
4. CTE Pathways/IOP Grant update (Jenni)
   1. CVC accepted 2/3 Courses
      1. Jenni: Submitted 3 courses to CVC, 2 of them have cleared as of last week, and one course needs one change. We have 12 courses that are ready to go to the CVC OEI or our local review right now and we have 21 additional courses that people are working on to try to get them aligned so they could go through the local process of review.
      2. 6 people signed up for POCR training for fall.
      3. We are hoping to have all the local review process done and ready to go to CVC by end of November.
      4. Jill asked for Jenni’s input on the Canvas Course Review Guide that was attached to the meeting. Jenni said she would look, and mentioned that some other people, including Alex, have come up with forms.
5. Updates and Professional Development
   1. Vann Priest taken off the committee due to new duties.
      1. Jill shared that Vann is now working as Title 5 Coordinator
   2. October 1, 8, 15th Accessibility Training on Canvas through Zoom. POPE Tech is a new accessibility checker now installed and participants will be trained on this new tool.
   3. $300 stipends for DE training offered through December 4th.
      1. Jill: Deadline is now Dec 13th, not the 4th.
   4. New DSPS Module created and offered to all faculty for a $150 stipend through 12/20?
      1. Jill: Now named Intro to Accessibility/compliance.
   5. @ONE training due December 13th for $300 stipend.
      1. Jill: @ONE courses have already started—a few committee members are already signed up. Still room to sign up if interested.
6. Technology Update (Gary)
   1. Gary: Given permission to pursue getting real-time interface between Banner and Canvas. Will be a big help/timesaver for Gabby and Zulma.
7. Online Counseling (Yunior)
   1. Still providing online counseling using cranium cafe as well as phone counseling. Some students are in need of “hot-spots,” chrome-books etc… Still recommending and pushing for all counselors to get cranium cafe certified. (submitted through chat)
8. Library Online Services (Irene)- no report.
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.
    1. Will not have funding for her in the future unless we get a resolution from administration on this matter so she can continue to check off courses for approval to offer online.
11. Division Reports- Please share DE Committee info with your divisions!
12. New Business/Other/Discussion
    1. Matt: Division wants to strongly express the need for them to keep Proctorio. It has been a valuable resource and would hate to see it go, especially without a replacement. Jill recommended that they go to the CVC website to express concern as well. Grant mentioned that there are a number of other colleges who also would love to see it stay. Jill mentioned that there was some concern about equitable access since a camera is required for a student to use.
    2. Resolutions for senate to support Distance Education. Department services at the same level for 2021.
       1. Jill attended a senate meeting to address lack of resources by admin for DE, especially since we have been growing. We want to make sure that we are being supported in the same way we have been with the IOP grant, so we are going through senate, then hoping to go to PFC and upper admin will hear us. Had a meeting this morning about ways to craft our resolution and would like to possibly adopt the Peralta Equity Rubric. Concern is that there hasn’t been widespread equity training—don’t want to put more strain on faculty, especially when we won’t have resources to train faculty. If we can’t support DE, then we are not supporting equity on campus and could negatively impact students.
       2. Grant crafted some language to present, mentions who in our student community are impacted, the positive impact of the additional funding and what that has allowed-and what we feel is necessary to move forward effectively
       3. Jill suggested saying reassigned time rather than release time for DE coordinators
       4. Gene suggested breaking up the first sentence into several shorter sentences. The team worked on re-wording.
       5. Jill wanted to make sure that it is noted that we were not adequately supported even before the pandemic--wants to make sure that the takeaway isn’t that we only need the funding during the pandemic.
       6. Carol and Jill agreed that we should include our growing needs and that we should be competitive with other schools.
       7. Jenni mentioned that it might be good to bring up that curriculum could be affected if an accessibility check can happen.
       8. MOTION: To approve a creation of a resolution knowing that when we get a final draft that we could send it out to the whole distance ed committee for approval before we send it to Senate.
          1. Motion: Scott Jaeggi, second: Jennifer Tanaka Motion passes unanimously by consensus. (On Wednesday, October 14th the “recommendations” were sent to the committee and several members replied with minor changes. The changes were implemented, and the recommendations were passed by consensus by the committee.)
       9. Jill mentioned that we will need a next coordinator as her term is up in spring.
    3. 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).
       2. Jill asked how many people were assigned to look over somebody’s online class for their evaluations
          1. Scott was.
          2. Carol was. She noticed regular and effective and was able to mention it and the instructor updated their syllabus to reflect. She did not “report” it, but just helped the instructor make the changes
          3. Lydia was. She has 4 different faculty members and they all have had different desires for how to do it. Some wanted to do more one on one, while some just sent her access to the Canvas class.
          4. Jill mentioned that it is a good idea to make sure to document your contact and discussions with the instructors.
          5. Jenni mentioned that they don’t like having to do a project with other students. They don’t always feel like their fellow students are at the same participation level as they are. Jill said that you can do graded discussions instead of group assignments.

**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 |

Meeting Adjourned: 2:34pm

Minutes submitted by Abby Balcom