Distance Education Committee Minutes

05/05/2014

In Attendance: Mike Javanmard, Adele Enright, Gabriela Olmos, Zulma Calderon, Gary Van Voorhis, Eugene Blackmun, Colin Young, Rebecca Green, Sheila Lynch, Lorraine Sfeir

Meeting called to order at 2:32PM

I. April 7th meeting minutes approved

Motion: Sheila Lynch/2nd – Eugene Blackmun/Motion passes unanimously

II. Presentation of Course Expectations Website

Zulma presented the Course Expectations website at the following:

http://webdev1.riohondo.edu/virtual-college/orientation-letters/

Faculty will be asked to contribute information on a voluntary basis to help students get a sense of what each online course requires before registering for a class. The Course Expectations form was previously approved by the committee.

Motion #1: The Distance Education Committee endorses the Course Expectations website as presented and encourages universal participation by online faculty.

Motion – Sheila Lynch/2nd – Ygnacio Flores/Motion passes unanimously

III. E-Mail Response

Motion #2: The Distance Education Committee recommends that online faculty will respond to student e-mails within 48 hours of receipt, excluding weekends and holidays.

Motion: Eugene Blackmun/2nd – Sheila Lynch/Motion passes unanimously

IV. Regular & Effective Contact Guidelines

Motion #3: The Distance Education Committee approves the following Regular and Effective Contact Guidelines

Motion – Colin Young/2nd – Eugene Blackmun/Motion passes unanimously

NOTE: Edits are bolded below and one section was eliminated (in strikethrough)

Distance education courses are considered the “virtual equivalent” of traditional on-site courses. Therefore, the frequency of the contact will be at least the same as would be established in a traditional classroom. At the very least, the number of instructor contact hours per week that would be available for traditional students, will also be available, in asynchronous and/or synchronous mode, for
distance education students. This, of course, varies depending on the length of the semester in which the course is taught and the number of course hours. Contact shall be distributed in a manner that will ensure that regular contact is maintained, given the nature of asynchronous instructional methodologies, over the course of a week and should occur as often as is appropriate for the course.

All Distance Education courses at Rio Hondo College, whether hybrid or fully online, will include regular effective contact as described below by these suggested best practices:

- **Regular Announcements:** Faculty must make general announcements to the students in their distance education classes on a regular basis, whether by the announcement area in Blackboard or via e-mails to the entire class. The suggested frequency is a minimum of one announcement per week. Moreover, faculty must include a general announcement by the first day of class orienting students and including, at a minimum, course expectations and contact information.

- **Establishing Expectations:** Faculty must include in their syllabus or course orientation a description of the frequency and timeliness of instructor-initiated contact and feedback, as well as expectations for student participation. This should include the timeframe for responding to e-mails and phone calls, the timeframe for receiving feedback on student work, the timeframe for submission of assignments, and the quantity of discussion board postings required by the student.

- **Faculty-Initiated Interaction:** Faculty will regularly initiate interaction with students to determine that they have access to the course materials, that they understand the material and what is required of them, and that they are participating in the activities of the course. There are various ways of accomplishing this, including but not limited to: asynchronous discussion board forums with appropriate faculty input, synchronous chats, video conferencing, individualized contact via phone or e-mail, and, in the case of a hybrid course, regular face-to-face meetings.
- **Timely Feedback on Student Work:** Faculty will grade and provide feedback on student work within a reasonable timeframe. If discussion boards are required, students should be given guidelines at the outset of the course and feedback on their participation throughout the semester.

- **Content Delivery:** Faculty must provide content material either through online lectures (in written, video, and/or audio forms) and/or through instructor’s enhancement of materials not created by the instructor (such as publisher-provided materials, web sites, streaming video, etc.).

- **Notifying Students of Faculty Unavailability/Offline Time:** If the instructor must be out of contact briefly for any reason (such as an illness or family emergency that takes the instructor offline), notification to students will be made in the announcements area of the course and/or via e-mail that includes when the students can expect regular effective contact to resume. This should occur for any offline periods lasting longer than 2 (two) days, excluding holidays and weekends.

- **Face-to-Face Forms of Contact:** Faculty are encouraged to utilize the face-to-face forms of contact mentioned in section 55211 of Title 5 (i.e., group or individual meetings, orientation and review sessions, supplemental seminar or study sessions, field trips, and library workshops), but to keep in mind that in the case of fully online classes it will not be possible for all students to attend such activities. Alternate online activities that entail instructor-student contact should be made available for such students.

V. **Best Practices – Topics for Future Discussion**

The Distance Education Coordinator asked for suggestions on best practices for online teaching to be discussed in Fall. Suggestions included:

1. Student to student interaction

2. Enhancement of publisher materials
3. First week survey/discussion assignment to monitor student participation

4. Grade rubrics

5. Organizing course material by units

6. Multiple forms of assessment

7. Supplemental links to outside resources

8. Clear due dates and expectations

9. Organization of course materials

Meeting adjourned at 3:33PM
Distance Education Committee Minutes

04/07/2014

In Attendance: Mike Javanmard, Adele Enright, Jim Newman, Gabriela Olmos, Zulma Calderon, Gary Van Voorhis, Eugene Blackmun, Colin Young, Rebecca Green, Sheila Lynch, Carol Sigala

Meeting called to order at 2:35PM

I. March 3rd meeting minutes approved

Motion: Colin Young/2nd – Eugene Blackmun/Motion passes unanimously

II. Online Certification Process

Discussion ensued on the four areas/modules which will make up the online certification process for faculty teaching online. The certification will include courses in the following four areas:

1. Use of Learning Management System (LMS)
2. Accessible Web Design
3. Online Teaching Pedagogy
4. Rio Hondo Recommended Practices

III. Use of Learning Management System (LMS) Module

Committee members discussed the components of module 1 (Use of LMS).

**Motion #1:** The Distance Education Committee approves the course “Use of the Learning Management System (LMS)” for the online certification program for those faculty wishing to teach online.

Motion: Colin Young/2nd – Rebecca Green/Motion passes unanimously

**Motion #2:** For a faculty member to successfully complete the “Use of the LMS” module of the online certification process, said faculty member will, provided with unlimited attempts, attain 100% on all quizzes

Discussion ensued about the number of correct answers required on quizzes in “Use of LMS” module. A vote of committee members was taken. Four wanted to require a score of 80% on the quizzes, none wanted 70% or 90% scores, and seven wanted 100% scores on the quizzes.

Motion: Colin Young/2nd – Sheila Lynch/1 abstention (Carol Sigala) with approval otherwise

IV. Proposed Timeline for Certification

1. Online teaching certification modules should be available for faculty by Flex day of Fall 2014.
2. Accessible Web Design will be presented when the greatest number of faculty can be reached.

3. Faculty wishing to teach online in Spring 2016 will be expected to complete the certification by October 2015.

**Motion #3:** Faculty wishing to teach online in the Spring 2016 semester must complete the online teaching certification by September 30, 2015.

Motion: Colin Young/2nd: Rebecca Green/Motion passes unanimously

**Motion #4:** Online teaching certification modules should be available for faculty by Flex Day of Fall 2014

Motion: Colin Young/2nd: Gary Van Voorhis/Motion passes unanimously

V. Exemptions

Discussion ensued as to whether any exemptions should be made for those who have completed online teaching training elsewhere, such as through another community college or programs such as @One. Members indicated unwillingness to allow any exemptions due to the need to maintain consistency and fairness for all faculty members and the difficulty of determining which individuals should and should not be granted exemptions.

Emergency faculty hires must concurrently take the online certification during their first semester of employment.

**Motion #5:** No faculty members shall be exempt from participation in online teaching certification.

Motion: Jim Newman/2nd - Gary Van Voorhis/Motion tabled until May meeting due to time constraints

Meeting adjourned at 3:35PM
Distance Education Committee Minutes

03/03/2014

In Attendance: Sheila Lynch, Carol Sigala, Lorraine Sfeir, Gisela Spieler, Jim Newman, Colin Young, Michelle Pilati, Mike Javanmard, Rebecca Green, Gary Van Voorhis, Zulma Calderon, Suzanne Frederickson, Gabriela Olmos

Meeting called to order at 2:35PM

I. February 3rd meeting minutes approved with one change (capitalization of Blackboard) provided

Motion: Lorraine Sfeir/2nd - Carol Sigala/Motion passes unanimously

II. Online Certification Process

As addressed in our mission statement, Rio Hondo College is an institution committed to providing dynamic educational opportunities to our diverse student population. In response, the Distance Education Committee is developing courses for a certification program for faculty wishing to teach online. The certification will include courses in the following four areas:

1. Use of Learning Management System (LMS)
2. 508 Compliance
3. Online Teaching Methods
4. Rio Hondo Recommended Practices

Motion #1: The Distance Education Committee has reviewed and approved the list of courses above with the following changes:

a. 508 Compliance is changed to Accessible Web Design
b. Online Teaching Methods is changed to Online Teaching Pedagogy
c. Rio Hondo Best Practices is changed to Rio Hondo Recommended Practices

Moved by Jim Newman/2nd – Colin Young/motion passes unanimously

Motion #2: The Distance Education Committee has reviewed and approved the course Accessible Web Design for the online certification program for those faculty wishing to teach online.

Moved by Colin Young/2nd – Gisela Spieler/Passed with 1 abstention
There will be four modules, taking about 60 minutes maximum

1. Alternate text on images, document structure, and data tables

2. Text fields – ensuring 508 compliance

   - Module will ensure that links provided to students make sense and captioning for media

3. PDF files, Word, Powerpoint, and how programs can be adapted for the visually impaired (NOTE: Adobe Flash does not work for the visually impaired)

4. Miscellaneous – including repetitive elements and ensuring Java script is accessible

Motion #3 (to return at April 7th meeting): The Distance Education Committee will study and review and approve the course Use of the Learning Management System (LMS) for the online certification program for those faculty wishing to teach online.

Motion #4: The Distance Education Committee shall establish a timeline to develop and present a proposal for the implementation of an online certification program for those faculty wishing to teach online.

Moved by Jim Newman/2nd – Mike Javanmard/motion passes unanimously

III. California Virtual College

Rebecca Green reported that the exchange will begin in Fall 2014. Students can take any online course at any college. Instructors must be certified in order to teach online. The only classes to be offered in the beginning stages of the exchange are those which are currently part of transfer degrees. No determination has been made as to the CMS (Course Management System) to be used, though ETUDES is one possibility.

Meeting adjourned at 3:30PM
The meeting started at 2:32 PM

There was discussion of various building blocks in blackboard and the need for a process on which blocks should be implemented.

The Virtual College Staff will test out the Date Management building block dealing with streamlining the availability of assignments on the test server before implementing it on the main server.

A new member Ms. Gisela Spieler representing Science Math Division was introduced. She explained that most of the faculties in her division teach during the time this committee meets.

There was some discussion after the chair asked the committee to look at the Course Overview form again. The need for such a document and the document was agreed to at a previous meeting by this committee.

Dean Green was at another meeting with the VPI and was absent so the California Virtual College was not presented.

Meeting ended at 3:28
Distance Education Committee Minutes for 11/18/2013 Meeting

Present: Eugene Blackmun, Sheila Lynch, Angela Rhodes, Carol Sigala, Lorraine Sfeir, Cynthia Lewis, Jim Newman, Adele Enright, Colin Young, Mike Javanmard, Ygnacio Flores, Rebecca Green, Gary Van Voorhis, Zulma Calderon, Gabriela Olmos

I. Meeting was called to order at 2:32PM. Jim Newman moved to accept the minutes for October 28th meeting. Carol Sigala seconded. Minutes were unanimously approved.

II. Test Server Update

Mike reminded the committee members to check the test server at http://riohondotest.blackboard.com

1. If they like the look, please report back at the next meeting on December 2nd. We will then vote on whether to proceed or not on the main server. The Virtual College staff will put it on the normal server during the Intersession if it is approved.

III. By-Laws (Accreditation 2AIIB)

Committee members gave their input on changes to the Committee By-Laws. A finalized version of the By-Laws will be sent to the membership and will be voted on at the December 2nd meeting.

IV. Information Syllabi depository page

Zulma Calderon of the Virtual College introduced the potential Syllabi depository page, found at:

http://online.riohondo.edu/faculty/syllabus_expand_v2.htm

A member suggested that the committee developed a standardized format for syllabi to be stored on the depository page. This can help minimize confusion for students, as they syllabi will not specify dates in a particular semester. The committee will discuss what needs to go into the depository page at a future meeting.

Meeting adjourned at 3:27PM.
Distance Education Committee Minutes 10/28/2013

Present: Sheila Lynch; Carol Sigala; Lorraine Sfeir; Cynthia Lewis; Jim Newman; Adele Enright; Colin Young; Zulma Calderon; Suzanne Frederickson; Gabriela Olmos (guest)

The meeting started at 2:35 PM

Minutes were reviewed and approved

The Virtual college staff informed the committee on the status of the update in the test server.

Regarding Blackboard entry page (related to Secure Credentialing) the following statement was chosen among the three choices:

*Through the entry of my username and password I affirm that I am the student who enrolled in my course(s) and I am the person who will complete the assigned work. Furthermore, I affirm that I understand and agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in BP 5500 (Standards of Conduct) and AP 5520 (Student Conduct Procedures) which are the Rio Hondo College student conduct codes that govern student rights and responsibilities. I acknowledge that failure to abide by the regulations set forth in BP 5500 and AP 5520 may result in disciplinary action, including expulsion from the college. I understand that if I have any questions or need clarification about this policy, I can contact the Dean of Student Affairs.* (the last section was stricken by the committee).

It was recommended to provide a link to the AP and BP listed in this statement.

Regular Effective Contact was presented by the Chair. There was a discussion.

A member Jim Newman proposed and it was Seconded by Carol Sigala that

*“the Distance Education Coordinator study and present possible (Strategies/methods) for certification of online faculty.”* Discussion ensued...

**Motion Passed Unanimously**

The meeting was adjourned at 3:23 PM
The meeting started at 2:30 PM

Introduction of members

Review of committee’s purpose and the history of the committee. The chair acknowledged this committee was the idea of Claudia Guerrero. The Distance Education Coordinator informed the committee that they will get to elect the chair of this committee and at the end of his term; the Distance Education Coordinator position will be replaced by the chair of this committee. The chair reviewed where we may be lacking for the purposes of Accreditation.

New business

1. Service Pack Upgrade- The chair asked the committee to approve the Service Pack 13 upgrade in the test server. Approved

2. Blackboard entry page (related to Secure Credentialing)- The following statement from ASCCC was proposed and discussed. Some members wanted to make changes to the wording.

   It was pointed out that there is a need to provide the BP and AP dealing with Academic dishonesty. It was also suggested to link out to them.

   a. Through the entry of my username and password I affirm that I am the student who enrolled in my course(es). Furthermore, I affirm that I understand and agree to follow the regulations regarding academic integrity, personal identification and the use of student information as described in the Rio Hondo student conduct code that governs student rights and responsibilities. Failure to abide by the regulations may result in disciplinary action up to and including expulsion from the college.

The meeting was adjourned at 3:28 PM