

## Distance Education Committee Agenda September 13th, 2021

- I. Approval of May 10th, 2021 Meeting Minutes
- II. Instructional Technology Tools and Setting (Zulma and Gabby)
  - A. Tech problems/updates-
- III. Manager's Report (Grant)
  - A. Preparation for the DE ACCJC report-
- IV. Peer Online Course Review Updates (Jenni)
  - A. POCR Training and club meetings
- V. Updates and Professional Development- Jill
  - A. Online Teaching Conference June 22-23<sup>rd</sup> 16 faculty attended.
  - B. 9/15 repeat of the Flex Day presentation on regular and effective contact.
  - C. Flex DE funds \$3500 for faculty training- Adopt self-paced training for equity and remote teaching through OEI.
- VI. Technology Update (Gary)
- VII. Online Counseling (Yunior)
- VIII. Library Online Services (Irene)
- IX. Online Education Initiative-(CVC) Update (Jill)
  - A. Course Exchange- formerly called *Finish Faster Online* now called [Online Course Finder](#). Check that your Fall online courses at Rio Hondo are listed and listed correctly.
- X. DSPS/Accessibility report (?)- new position in fall?
- XI. Division Reports- Please share DE Committee info with your divisions!
- XII. New Business/Other/Discussion
  - A. Approve Pt faculty to serve on DE Committee
  - B. Hyflex Owls update and Hyflex teaching pilots-
  - C. Senate Task Force to meet today, 9/13 at 3pm. DE Committee members encouraged to participate. Looking at online course lengths 4-7 weeks lengths for some divisions.
  - D. Completed Goals for 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. 5. Bylaws updated with 2<sup>nd</sup> term for DECO and addition of 6 new committee members to start in Fall 2021.
- XIII. 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). POER Club set up and POER 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).

**Goals 2017-2020**

<b>Goal</b>	<b>Progress</b>
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	<b>New-Commenced March 2018</b>
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)	<b>New: Scheduled Spring 2019?</b>
Sample Canvas Shell for online, hybrid, and enhanced	New- <b>Completed 8/17</b>
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/ <b>Commenced 1/18</b>
<b>Peer Mentors-POER Club and Guide checklist</b>	<b>New-Commenced Fall 2018</b>
Teaching for Online Learning Excellence Academy	New
Discussion Rubric	New/ <b>Developed Fall 2017</b>
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	<b>New-Commenced Summer 2018</b>
Newsletter	<b>New-Commenced 3/2018</b>
Faculty Resources Center (FRC) and Distance Education Faculty Resource and Learning Center Canvas Shells	New- Commenced Spring 2019 and Fall 2019