



RÍO HONDO COLLEGE

25 Years of Distance Education at RHC

Distance Education Committee (DEC) - Agenda Regular Meeting: October 9, 2023 – 1:30-2:30 p.m. - Zoom

- I. Call to Order / Approval of Sept. 11, 2023 and Sept. 25, 2023 meeting minutes

Welcome

- II. Celebrating 25 Years of Distance Education at Rio Hondo College:
“A Distant Ed Memory”
- III. Opening Brainstorm: Each DEC member is asked to identify when his/her/their two-year term began (for membership recordkeeping purposes only!)

Reports

- IV. DEC Coordinator – Dr. Kenn Pierson Geiger, DECO
- V. Office of Distance Education - Dr. Airek Mathews. Asst. Dean, DE
- VI. POCR Club – Jennifer Tanaka-Hoshijo, POCR Coordinator

Old Business

- VII. DEC Membership (Faculty increase approved by Academic Senate: Oct. 2, 2023)
- VIII. Course Merging: Proposed process to address FERPA guidelines to maintain student privacy:
 - “DE Course Merge Process” and “FERPA Canvas Course Merge Checklist” (vers. 2.0)
 - FERPA training
- IX. Adjournment

Next DEC Meeting: November 13, 2023

What Is the Purpose of the Distance Education Committee?

Distance Education Committee (Charge)

(Committee of the Academic Senate)

(2022-2024 Governance Manual)

1. Develops and recommends quality standards for distance education.
2. Develops best practices to ensure regular and effective contact for distance education.
3. Makes recommendations to ensure distance education instructors conform to legal requirements including Title V, the California Education Code, Section 508 of the Americans with Disabilities Act, and other applicable provisions.
4. Recommends training standards for faculty teaching through distance education.
5. Provides input regarding the selection of course management systems.

Distance Education Committee (Major Sections)

(DEC By-laws)

The Distance Education Committee, as a sub-committee of the Academic Senate, reviews and recommends to the Senate the following:

1. Develops quality standards for online education as outlined below [section 55404 (Course Quality Standards) of Ed Code].
2. Develop policies to ensure online instructors are in line with the requirements of the following area of Title 5 [section 55204 (Instructor Contact) of Ed Code].
3. Ensure instructor compliance with Section 508 of the American Disabilities Act . . .
4. Recommend training standards to the Academic Senate for both experienced faculty and those new to teaching online.
5. Provide input regarding the selection of the course management system. This also includes advice on the timing and implementation of both the new course management system and subsequent upgrades to the system.
6. Develop, study, and analyze best practices and technological innovations for distance education, in order to make recommendations to the Academic Senate.
7. Provide instruction and advice for the use of academic technology for distance education.