



RÍO HONDO COLLEGE

25 Years of Distance Education at RHC

Distance Education Committee (DEC) - Agenda Regular Meeting: Nov. 13, 2023 – 1:30-2:30 p.m. - Zoom

- I. Call to Order / Approval of Oct. 9, 2023 meeting minutes

Welcome

- II. Celebrating 25 Years of Distance Education at Rio Hondo College:
“A Distant Ed Memory” (Spring 1998 Class Schedule/FLEX Session)

Reports

- III. DEC Coordinator – Kenn Pierson Geiger, PhD
- IV. POCR Coordinator – Jennifer Tanaka-Hoshijo, MA, MS
- V. Office of Distance Education - Airek Mathews, PhD (Asst. Dean, Distance Education)

Informational Items

(for action/recommendation at Nov. 27 special meeting)

- VI. *Canvas Impact* communication tool – **PLEASE REVIEW THIS WEBINAR:**
<https://jrock.instructuremedia.com/embed/6a336706-54e7-4738-b47c-96f02757f5fe>
- VII. Reviewing *Proctorio* and *ExamSoft* to identify a single proctoring service
- VIII. Proposed process regarding LTI (learning tools interoperability)

Unfinished Business

- IX. Course Merging: Proposed process to address FERPA guidelines to maintain student privacy:
 - FERPA training as part of DE certification process - Proposal
 - Revised/Proposed “DE Course Merge Process” and “FERPA Canvas Course Merge Checklist” (vers. 3.0) – **PLEASE REVIEW ATTACHED DOCUMENTS**
- X. Adjournment

Next DEC Meeting: November 27, 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.