



RÍO HONDO COLLEGE

25 Years of Distance Education at RHC

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

Members Present:

✓	Caroline Durdella	✓	Carol Sigala	✓	Irene Truong
✓	Airek Mathews	✓	Eugene Blackman	✓	Melanie Fierro
✓	Zulma Calderon		Jose Millan	✓	Shirley Isaac
✓	Gabriela Olmos	✓	Angela Medina Rhodes	✓	Hank Fung
✓	Ann Tran	✓	Angel Ho	✓	Scott Jaeggi
✓	Cynthia Lewis	✓	Lydia Llerena	✓	Kenn PiersonGeiger
✓	Abbie Perry	✓	Bianca Urquidi		Director, ITS (Vacant)
	Michelle Pilati	✓	Jennifer Tanaka-Hoshijo	✓	Don Miller (Guest)

<p>I. Approval of Distance Education Committee Meeting Minutes – September 11, 2023, and September 25, 2023</p>	<p>Dr. PiersonGeiger called for a motion to approve the minutes for the Distance Education Committee (DEC) meetings dated September 11, 2023, and September 25, 2023.</p> <ul style="list-style-type: none"> • Angel Ho requested a correction be made to the September 11, 2023, minutes to reflect that she was in attendance for this meeting. • Dr. PiersonGeiger requested a correction be made to the September 11, 2023, and September 25, 2023, minutes to include a sentence for each action item stating that they were approved. <p>Action: Motion by Dr. Shirley Isaac to approve the minutes of September 11, 2023. Motion seconded by Dr. Cynthia Lewis.</p> <p>Minutes for Regular Meeting of September 11, 2023, were approved without discussion.</p>
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	<p>Action: Motion by Dr. Mathews to approve the Special Meeting Minutes of September 25, 2023. Motion seconded by Abbie Perry.</p> <p>Minutes for Special Meeting of September 25, 2023, were approved without discussion.</p>
<p>II. Celebrating 25 Years of Distance Education at Rio Hondo</p>	<p>Dr. PiersonGeiger shared an academic senate document from 1998 which spoke of the genesis of the California Virtual University system that was put in place by Governor Pete Wilson in lieu of California’s participation in the Western Governors’ University online venture.</p>
<p>III. Opening Brainstorm Session – Current DEC Membership Start Date</p>	<p>Dr. PiersonGeiger asked each of the members of the DEC to recollect when they began their DEC membership. It was noted that previously required member term limits have not been strictly adhered to for a number of years.</p> <p>Dr. PiersonGeiger introduced Ann Tran as the DEC representative from the Office of Disabled Students Programs and Services.</p>
<p>IV. Distance Education Coordinator Report – Dr. PiersonGeiger</p>	<p>Dr. PiersonGeiger reported that a student had reached out to him via email for more information on the Distance Education (DE) service at Rio Hondo College (RHC). He reflected on this student’s message and suggested that “DE as a service” could serve as the theme for this meeting. Dr. PiersonGeiger shared that he had completed his fifth week of the Peer Online Course Review (POCR) training class and praised the rigor of the course.</p> <p>Dr. PiersonGeiger shared that he met with Dr. Miller, Dr. Mathews, Dr. Durdella, and Dr. Rhodes to follow up on the matter of course merging and Family Education Rights and Privacy Act (FERPA) training.</p> <p>Dr. PiersonGeiger reflected on the purpose of the DEC as a committee of the Academic Senate and encouraged the members to work together with a collaborative spirit to develop and recommend policies that will best serve RHC students.</p>

	<ul style="list-style-type: none"> • Dr. Durdella requested clarification on the DEC’s role as a committee versus that of a subcommittee as it relates to the recommendation reporting process.
<p>V. Office of Distance Education Report – Dr. Mathews</p>	<p>Dr. Mathews shared that RHC is now the 48th teaching college on the California Virtual Campus (CVC) Exchange and that RHC already has 10 students from other colleges enrolled in courses. He also shared that the <i>Banner</i> and <i>Canvas</i> integration is underway and should be completed by January 2024.</p> <p>Dr. Mathews shared that the Campus-wide Course Management System (CCMS) Committee met to discuss the course merging matter and that they are making suggestions to Instructure on how to best handle this process. Despite this, each community college campus is still responsible for their own internal process to ensure compliance with laws and regulations.</p> <p>Dr. Mathews shared a draft of the DE certificate that takes the new RHC branding into consideration and requested feedback from committee members.</p>
<p>VI. POCR Club Report</p>	<p>Ms. Tanaka-Hoshijo shared that three faculty members have expressed interest in signing up for the Fall 2023 POCR training. She also shared that RHC now has 31 badged courses available.</p> <p>Ms. Tanaka-Hoshijo mentioned that a course review form was going to be discussed at the POCR Club meeting later that day and that she has been meeting with Dr. Mathews to discuss having the most popular courses POCR aligned. She also thanked Dr. Mathews for working on the POCR Club website.</p>
<p>VII. DEC Membership</p>	<p>Dr. PiersonGeiger shared that the Academic Senate met on October 3, 2023, and voted to increase the faculty membership representation on the DEC from 12 to 16, in accordance with the language in the <i>2024-2026 Governance Manual</i> recommendation.</p>
<p>VIII. Course Merging and FERPA Training Guidelines</p>	<p>Dr. PiersonGeiger shared the updated draft policy related to the course merging process. He went over the FERPA training requirement and reiterated that this section was not final as the</p>

DEC had not yet discussed the details of the training. Dr. PiersonGeiger reviewed the required settings checklist and highlighted that the verification process would happen three times a semester. The proposed verification process would require screenshots for all relevant course settings at the start, midpoint, and end of each semester.

- Multiple committee members said they thought the verification process discussed at the previous meeting would only require faculty to submit screenshots once at the start of the semester. This was confirmed through subsequent discussion.
- Dr. Medina Rhodes requested clarification on the timeline of the course merging and verification process. Based on her understanding, faculty will have 10 days prior to each semester's start to request course merging, and these settings would need to be changed only after the courses have been merged. The verification screenshots will be sent out after this has taken place.
- Dr. Mathews clarified that this time frame reflects 10 business days from the start of the semester.
- Dr. Medina Rhodes requested reminders of the 10-day time frame be sent to faculty before each semester starts.
- Dr. Mathews said a newsletter will be sent out with a list of faculty reminders.
- Dr. PiersonGeiger clarified that it was originally six days prior to the start of the semester, but the time frame had been changed to 10 business days at the request of the Office of Online Education.
- Dr. Mathews asked for clarification on how the drafted policy applies to Web Enhanced courses.
- Dr. Medina Rhodes and Ms. Llerena believed that it made sense for web enhanced courses to be included under this policy.

Dr. PiersonGeiger called for a motion to approve all sections of the proposed "DE Course Merge Process" draft, except section "D1. Training Requirement," and with the number of required verifications per semester changed from three (3) to one (1).

	<p>Action: Motion made by Dr. Carol Sigala. Seconded by Dr. Cynthia Neri Lewis.</p> <ul style="list-style-type: none"> • Dr. Durdella requested clarification on the language of the motion. • Dr. PiersonGeiger specified that the vote was to approve the amended draft policy with exception to the section “D1. Training Requirement.” • Dr. Durdella expressed concerns about voting for the draft policy if some sections were not yet finalized. • Dr. Medina Rhodes clarified that the FERPA training section would be left open for further discussion but felt that the committee could approve the rest of the document. She also requested that the document’s language be updated to reflect that faculty will need to submit only one verification per semester. • Dr. PiersonGeiger called for a vote to approve all sections of the “DE Course Merge Process” draft except section “D1. Training Requirement.” Due to the vote happening at the end of the meeting and some members experiencing connectivity issues, a follow-up email clarified the following vote tally: <p>Votes: YEA: 4; NAY: 9; ABSTAIN: 5; ABSENT: 4</p> <p>The proposed “DE Course Merge Process” draft was not approved.</p>
IX. Meeting Adjourned	<p>Dr. PiersonGeiger adjourned the meeting at 2:33 PM.</p> <p>The next meeting is scheduled for November 13, 2023 at 1:30 PM.</p>