RÍO HONDO COLLEGE

25 Years of Distance Education at RHC

Distance Education Committee (DEC) - Minutes
Regular Meeting: November 13, 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		Tim Scholefield
✓	Michelle Pilati	✓	Jennifer Tanaka-Hoshijo		Don Miller (Guest)

I.	Approval of Distance Education Committee Meeting Minutes – October 9, 2023	**Action**: Motion by Lydia Llerena to approve the minutes of October 9, 2023. Seconded by Jennifer Tanaka-Hoshijo. Minutes for Regular Meeting of October 9, 2023, were approved without discussion.
II.	Celebrating 25 Years of Distance Education at Rio Hondo	Dr. PiersonGeiger shared a brief presentation which included a schedule of classes and FLEX Day session at Rio Hondo College from Spring 1998, the initial semester for Rio Hondo's Virtual College. He highlighted how much more sophisticated the world of distance education has become since then.

| III. | Distance Education Coordinator Report – Dr. PiersonGeiger | Dr. PiersonGeiger shared that he is considering extending the length of the DEC meetings from one hour to one and a half hours next semester. He also introduced the new Director of Information Technology Services, Tim Scholefield, as the newest member of the committee. Mr. Scholefield's filling of the last vacant seat on the DEC means that total DEC membership is at 23, with the quorum for meetings now being 12.

Dr. PiersonGeiger reminded those that took advantage of the free webinar courses offered during "National Distance Learning Week" to report their attendance for FLEX credit.

Dr. PiersonGeiger briefly explained the new method that will be used to manage voting on action items during meetings. This method will involve the use of the polling feature in *Zoom*. He also requested to have a Special Meeting scheduled for Monday, November 27, 2023 at 1:30 PM. This meeting will be held to finalize any pending decisions and further discuss the informational items listed on the agenda for this meeting. |
| IV. | Office of Distance Education Report – Dr. Mathews | Dr. Mathews shared that the Distance Education newsletter was sent out via email and reminded the Committee to complete the included surveys regarding professional development. He also mentioned that another survey will be going out regarding Learning Tools Interoperability (LTI) at a later date. |

V.	POCR Club Report – Ms. Tanaka-Hoshijo	Ms. Tanaka-Hoshijo shared that the Peer Online Course Review (POCR) website is up. She also thanked Dr. Mathews for his assistance in converting the POCR course rubric and tracker into a SharePoint environment to allow easier access to this data. Ms. Tanaka-Hoshijo congratulated Dr. PiersonGeiger on completing his POCR training course.
		Ms. Tanaka-Hoshijo mentioned that faculty have been raising concerns regarding the auto captioning service used for their courses. She also mentioned that the POCR team is working on the Distance Education Accessibility Shell and hopes to have something finalized for Spring 2024.
		• Dr. PiersonGeiger mentioned that there was new information discussed at the recent Distance Education Coordinators meeting regarding captioning services. He stated he would discuss this further with Dr. Mathews before presenting this information to the committee.
VI.	*Canvas Impact* Communication Tool	Dr. Mathews provided a brief explanation of what *Canvas Impact* is and how it can be used to benefit faculty and students. He also mentioned that the cost of this tool is already being covered by the Chancellor's Office as part of the license for *Canvas*, but that the College would still need to produce an implementation plan.
		Dr. PiersonGeiger shared his thoughts on the tool and highlighted how it could be useful for ensuring that students see important messages, as well as for tracking data related to engagement with various tools and features in *Canvas*.
		Dr. PiersonGeiger reminded the committee to review the *Canvas Impact* webinar prior to the Special Meeting on November 27, 2023.
		• Dr. Fierro requested clarification on who would be using *Canvas Impact*. • Dr. Mathews clarified that it could be used by administrators and professors. • Dr. Fierro shared her support for the adoption of this tool as a useful way of helping students navigate through the trickier parts of a course.

VII.	Reviewing *Proctorio* and *ExamSoft*	Dr. Mathews shared that the College is currently using two different exam proctoring services. However, it would be best to move to a single solution to ensure that this product is properly serviced, and adequate training is being provided to users. As such, Dr. Mathews is going to be asking proctoring vendors to provide demonstrations over *Zoom* on February 16 and February 23, 2024. These demonstrations will be open to faculty and recorded for those that cannot attend. A sign-up sheet will be sent out, and guidelines and requirements will be collected as a way of identifying vendors who are best able to meet the College's needs. • Dr. Isaac asked for a time estimate of when the switch to a single proctoring service would occur. • Dr. Mathews stated that the switch to one service would occur by Fall 2024, but that it is best to start looking now in order to have information prior to the budgeting timeline in March. Dr. Mathews requested that Committee members provide any feedback or concerns from faculty they happen to hear related to the services that are currently in use. • Dr. Medina Rhodes requested clarification on how to go about getting this feedback. • Dr. Mathews specified that he is already meeting with different divisions and deans to get feedback from them, but that members should provide feedback if they happen to hear anything from faculty. • Dr. Fierro mentioned that she did have feedback from the Department of Biology and would be sending that out to Dr. Mathews and Dr. PiersonGeiger. • Dr. Durdella provided further clarification by mentioning that this process is being done in an effort to gather feedback from all departments so that their needs are best met. • Ms. Truong mentioned that they have had students come to the library asking about using *ExamSoft,* but she is not familiar with this software. • Dr. Mathews highlighted this as one of the issues with having multiple services. *Proctorio* and *ExamSoft* are drastically different and only the Health Sciences department has access to *ExamSoft*. As a result,

		students have to go to specific departments in order to use software that should be readily available to them across campus. • Dr. PiersonGeiger mentioned that he would reach out to the Health Sciences department to see if they would like to have a member present when this topic is discussed at a future meeting, since no faculty member from that division currently serves on the DEC.
VIII.	Proposed process regarding LTI	Dr. Mathews shared that the College does not have a vetting process when it comes to installing LTI tools in *Canvas*. He stated that a process needs to be implemented to ensure that any tools that are being used are accessible to students. Dr. Mathews also went over the fact that the type and amount of data exchanged via these tools varies and that the College should be aware of what data is being collected and how these companies are using it. Dr. Mathews and Dr. PiersonGeiger will be working together to draft a policy and will seek feedback and recommendation from the Committee.

IX.	Course Merging: Proposed process to address FERPA guidelines to maintain student privacy	Dr. PiersonGeiger shared that the matter of Family Educational Rights and Privacy Act (FERPA) training is a large topic and suggested that this training should be offered to all faculty as part of their Distance Education Certification, as opposed to only those who are interested in course merging.
		• Dr. Mathews mentioned that he had a concern with the language being used in the document and how the term "recommended" could be interpreted as meaning "optional."
		• Dr. Medina Rhodes stated that she was in favor of moving the issue of FERPA training beyond the scope of course merging and including it as part of the Distance Education Certification process.
		• Dr. Durdella and Dr. Sigala requested clarification on what was being proposed.
		• Dr. Mathews shared that his interpretation of the proposal was to have the FERPA training be included as part of the Distance Education Certification process so that all faculty will have to take the training instead of only those who were interesting in course merging.
		• Mr. Blackmun shared a concern that those faculty members who already completed their Distance Education Certification would not receive the FERPA training.
		• Dr. PiersonGeiger suggested that the issue of FERPA training for previously certified faculty members could be addressed by having a side training module but that this would need to be discussed and developed at a later date.
		• Dr. Durdella shared Mr. Blackmun's concerns and stated that the language in this document should be more specific as it relates to faculty members who have already completed their Distance Education Certification.
		• Dr. Mathews stated that the language in the document should be looked at to consider options for faculty members who have already completed their Distance Education Certification.
		• Dr. Medina Rhodes suggested that a separate *Canvas* module could be used as a method of delivering the FERPA training and that completion of this module would be sufficient evidence of understanding FERPA regulations.

	- Dr. Lewis requested information on whether or not any discussions were had to have this be a requirement for all faculty. Dr. PiersonGeiger concurred. Dr. Lewis stated support for the idea of creating a module in *Canvas* as a way of handling training. - Dr. Sigala and Ms. Llerena shared their support of a separate *Canvas* module that all faculty would have access to. Dr. PiersonGeiger asked the committee if they agreed to the proposed idea of creating a separate *Canvas* module. - Dr. Medina Rhodes suggested combining both the previous language and the newly proposed language in the revised section D1 in the "DE Course Merge Process vers 3.0" document. **Action:** Motion to adopt the previously proposed language as the current solution or the newly proposed language as a future solution, for FERPA training as it relates to course merging made by Dr. Angela Medina Rhodes. Seconded by Dr. Carol Sigala. **Votes**: AYE: 15; NAY: 1; ABSTAIN: 2; ABSENT: 6 Note: This vote was taken via the polling feature in *Zoom*. The proposed revision to the language in section D1 in the "DE Course Merge Process vers 3.0" document approved without discussion.
X. Meeting Adjournment	The meeting was adjourned at 2:34 PM. The next Special Meeting is scheduled for November 27, 2023.