



RÍO HONDO COLLEGE

25 Years of Distance Education at RHC

Distance Education Committee (DEC) - Minutes
Special Meeting: September 25, 2023 – 1:30-2:30 p.m. - Zoom

Members Present:

✓	Caroline Durdella	✓	Carol Sigala	✓	Irene Truong
✓	Airek Mathews	✓	Eugene Blackmun	✓	Melanie Fierro
✓	Zulma Calderon		Jose Millan	✓	Shirley C. Isaac
✓	Gabriela Olmos	✓	Angela Medina-Rhodes	✓	Hank Fung
NA	Ann Tran	✓	Angel Ho	✓	Scott Jaeggi
✓	Cynthia Lewis	✓	Lydia Llerena	✓	Kenn PiersonGeiger
✓	Abbie Perry		Bianca Urquidi		
✓	Michelle Pilati		Jennifer Tanaka-Hoshijo		

I.	Approval of Distance Education Committee Meeting Minutes	There were no minutes to be approved at this meeting. Minutes from both the first Regular Meeting (Sept. 11) and today’s Special Meeting (Sept. 25) will be provided at the next Regular Meeting on Oct. 9.
II.	Celebrating 25 Years of Distance Education at Rio Hondo	Dr. Sigala and Ms. Llerena gave a brief presentation to commemorate the 25 th anniversary of Distance Education at Rio Hondo, noting in particular the early days of server outages and other challenges in launching the “Virtual College.”
III.	Professional Development Brainstorm Session	Dr. PiersonGeiger invited the committee to engage in a Professional Development (PD) brainstorming session to share their ideas for any PD they would like to be made available. <ul style="list-style-type: none"> Some of the suggestions were related to further Canvas training with grading, discussion boards, GoReact, accessibility and Section 508 compliance, and integrating artificial intelligence into courses.

	<ul style="list-style-type: none"> • A concern was raised regarding the difficulties that some students and adjunct faculty are facing when it comes to downloading desktop versions of certain Office 365 applications. <p>Dr. Mathews reminded the committee members to take the PD survey that will incorporate some of the member suggestions.</p>
<p>IV. Distance Education Committee Membership</p>	<p>Dr. PiersonGeiger addressed the matter related to committee membership discussed at the meeting on September 11, 2023. He proposed to increase the faculty membership from 12 to 16 to match the number submitted by the previous DECO, Jill Pfeiffer, for inclusion in the <i>2024-26 Governance Manual</i>. That number also reflects the current faculty membership. Dr. Medina-Rhodes stated that this change could be added to the upcoming Academic Senate (AS) agenda for review.</p> <p>Dr. PiersonGeiger called for a motion to approve this recommendation.</p> <p>Action: Dr. Sigala moved to approve this change and Ms. Llerena seconded the motion. There was no discussion.</p>
<p>V. Course Merging Process Policy</p>	<p>Dr. Mathews gave an overview of the draft policy for course merging. He explained steps that faculty would need to follow a proposed process to merge their courses, including submission of a request form, completion of a checklist, verification of the steps and completion of Family Education Rights and Privacy Act (FERPA) training.</p> <p>Dr. PiersonGeiger called for a motion to approve the concept of the course merging process as reflected in the draft documents presented by Dr. Mathews, with an understanding that a final version of the process and checklist documents would be provided at a future meeting for final approval.</p> <p>Action: Dr. Medina-Rhodes moved to approve this recommendation and Ms. Llerena seconded the motion. There was no further discussion.</p>
<p>VI. Course Merging Process Verification</p>	<p>Dr. Mathews requested committee input on what the verification process should be to ensure that faculty are following best practices to maintain compliance with FERPA regulations during the course merging process. Some</p>

	<p>suggestions involved taking screenshots or periodic compliance inspections based on the semester length. Various members of the committee expressed concern over repeated compliance inspections or management intervention and advocated for trusting faculty to maintain compliance while still providing something simple like screenshots.</p> <p>Dr. PiersonGeiger clarified that the process being recommended would require good faith efforts from faculty to submit screenshots as proof of verification without managerial involvement. He specified that this recommendation for periodic faculty verification still leaves the matter of FERPA training open for further discussion.</p> <p><u>Action:</u> Dr. Medina-Rhodes moved to approve this change and Ms. Fierro seconded the motion.</p> <p>Dr. PiersonGeiger questioned whether the committee was ready to move forward with a pilot of this recommendation or if this should be held off until after a decision on FERPA training has been made. Dr. Mathews expressed concern about moving forward with this process but was open to creating a final draft based on the recommendations discussed and receiving feedback.</p> <p>The remaining items related to peer access to <i>Canvas</i> courses were tabled for a future meeting due to time constraints.</p>
VII. Meeting Adjourned	Dr. PiersonGeiger adjourned the meeting and stated that the next regular meeting would be held on Monday, October 9, 2023.