RÍO HONDO COLLEGE

25 Years of Distance Education at RHC

Distance Education Committee (DEC) - Minutes
Regular Meeting: March 11, 2024 – 1:00-2:30 p.m. - Zoom

Members Present:

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

I.	Approval of Distance Education Committee Regular Meeting Minutes – February 12, 2024	**Action**: Motion made by Dr. Carol Sigala. Seconded by Melanie Fierro. **Votes**: AYE: 17; NAY: 0; ABSTAIN: 1 Minutes for Regular Meeting of February 12, 2024, were approved without discussion.

II.	DEC Coordinator Report – Dr. Kenneth PiersonGeiger	Dr. PiersonGeiger opened by discussing matters related to meeting attendance and membership. As some Committee members have been unable to attend each meeting, he has reached out to those individuals and their respective divisions to discuss whether a new representative should be elected, in accordance with the Committee's Bylaws. He also explained that Sheila Lynch will no longer be able to serve as a substitute for Dr. Cynthia Lewis (representative to the DEC from the Division of Arts & Cultural Programs) due to a class scheduling conflict.
III.	Office of Distance Education Report – Dr. Airek Mathews	Dr. Mathews notified the Committee that the next *Distance Education Newsletter* will be sent out after Spring Break. He also notified everyone that, due to new policies established by the Curriculum Committee, courses will now need to have an accessibility check completed prior to being submitted to the Curriculum Committee for approval. Dr. Mathews also provided an update on CVC Exchange enrollment numbers.
IV.	POCR Club Report – Jennifer Tanaka-Hoshijo	Professor Jennifer Tanaka-Hoshijo provided an update regarding the Peer Online Course Review (POCR) Club. She notified the Committee that the POCR process is undergoing revision, and reminded the Committee that she will be conducting a personal development event on April 12, 2024, to go over the POCR process for any faculty who would like to obtain more information. Professor Tanaka-Hoshijo requested more information regarding the change Dr. Mathews mentioned regarding the Curriculum Committee. • Dr. Mathews provided a link to the Curriculum Committee's webpage with more information. • Dr. Durdella provided a brief explanation for why the Curriculum Committee course review process was changed. Professor Lydia Llerena asked how this new process would affect courses that were queued to be reviewed by the Curriculum Committee before this change was implemented. • Dr. Mathews clarified that those instructors have been notified of the change and of what they will need to do to move their course forward.

V.	Update on poll regarding meeting length	Dr. PiersonGeiger provided an update on the poll that was sent out to committee members regarding DEC meeting length. Based on the results of the poll, the meetings in April and May will return to the original one-hour length. He asked the Committee to review any attachments associated with agenda items prior to the start of meetings in an effort to ensure that the Committee can get through all agenda items within the one-hour time limit. Dr. PiersonGeiger also mentioned that participating in the Data Analysis Task Force would assist in reducing the amount of discussion related to the Student Success spreadsheet during upcoming Committee meetings.

VI.	Update on automated test proctoring demos	Dr. PiersonGeiger provided a reminder about the professional development events that have been happening over the past four weeks. He also gave an update on the Artificial Intelligence Focus Group that launched on March 8 as part of the professional development series. Dr. Mathews provided an update on the automated test proctoring demonstrations that occurred on February 23 and March 1, 2024. An email was sent to all who registered to attend these events, and a survey was included to get their input on which vendor best meets the needs of Rio Hondo College faculty and students. Dr. PiersonGeiger commended Dr. Mathews for organizing these demonstrations and shared that these events have been a positive experience. Professor Shirley Isaac requested information about potentially adding live proctoring as a feature for a select number of courses. • Dr. Mathews mentioned that base licenses will be provided for everyone via piggyback agreement but invited Professor Isaac to request a meeting with him to discuss adding live proctoring. Dr. Durdella requested clarification on what Dr. Mathews meant by "base licenses." • Dr. Mathews explained that the college has been overpaying for proctoring licenses. As a result, the college will be looking at historical usage data and will use this to rightsize the total number of licenses purchased.

| VII. | Proposed "Pre- and Post-term Student Course Access" – Vers. 2.0 (complete document with two passages approved Feb. 12, 2024) | Dr. PiersonGeiger reviewed the previously approved language in the "Pre- and Post-term Student Course Access" document and asked the Committee to approve the entire document.

Professor Melanie Fierro provided the following amendment to the language under "Pre-term Access":

"At the instructor's discretion, courses may be published seven (7) days prior to the start of the semester to provide students with read-only access to the course for the purpose of familiarizing themselves with course requirements."

Action: Motion made by Abbie Perry to approve the proposed "Pre- and Post-term/Post-term Student Course Access" – Vers. 2.0 document, with amended "Pre-Term Access" language. Seconded by Dr. Carol Sigala.

Votes: AYE: 21; NAY: 0; ABSTAIN: 0

The proposed "Pre- and Post-term/Post-term Student Course Access" – Vers. 2.0 document was approved. |

VIII.	Proposed "*Canvas* Learning Tools Interoperability (LTI) Installation Procedure" – Vers. 2.0	Dr. PiersonGeiger provided a brief explanation of the proposed "*Canvas* Learning Tools Interoperability (LTI) Installation Procedure" – Vers. 2.0 document and specified that approval of this document would also include approval of the associated rubric.
		Dr. Mathews provided context for why this document is being presented to the Committee. Currently, there is no vetting process in place related to the installation of LTIs in *Canvas*. This raises concerns related to accessibility, data exchange policies, and data security. Dr. Mathews also provided a walkthrough of the document outlining the new LTI integration approval process and the associated rubric. Faculty will need to submit a form to request LTI evaluation, after which the Office of Distance Education will review the tool and provide a recommendation for further discussion by the Committee. This process will apply to both account-level LTI tools and individual-level LTI tools.

		• Professor Hank Fung asked if students have the ability to opt out of data collection associated with an LTI.
		   o Dr. Mathews replied that students do not have that option available once the professor integrates the LTI into the course.
		
		• Dr. PiersonGeiger raised a concern regarding DEC meetings potentially becoming inundated with LTI approval requests.
		   o Dr. Mathews assuaged this concern by highlighting that there has only been one LTI request this academic year.
		
		• Professor Fung asked whether Rio Hondo College would be liable in the event that one of the LTI vendors experiences a data breach.
		   o Dr. Mathews and Tim Scholefield provided clarity and stated that the College would be liable.
		
		• Professor Scott Jaeggi requested clarification on whether this policy would apply to all courses campus-wide, or if it only applied to certain courses, such as hybrid or online.

	o Dr. Mathews stated that this policy will apply to all courses. • Dr. Durdella requested confirmation that approval of this document would also mean the approval of the associated rubric. o Dr. PiersonGeiger confirmed that both the document and the associated rubric are being approved together. • Dr. Mathews reiterated that this policy applies to LTI tools installed at both the account level and individual instructor level. **Action**: Motion made by Melanie Fierro to approve the proposed "*Canvas* Learning Tools Interoperability (LTI) Installation Procedure" – Vers. 2.0 document and rubric. Seconded by Tim Scholefield. **Votes**: AYE: 19; NAY: 0; ABSTAIN: 1 The proposed "*Canvas* Learning Tools Interoperability (LTI) Installation Procedure" – Vers. 2.0 document and rubric were approved.

IX.	Data review of "Distance Education Training & Student Success Rate" and "Online Training Requirements & Re-certification Requirements"	Dr. Mathews reviewed the "Rio Hondo Training Outline and Online Student Success" spreadsheet and provided context for the data. The spreadsheet shows the training requirements of community colleges, including Rio Hondo College. It also has a breakdown of student success rates by teaching modality, such as online, in-person, synchronous, and asynchronous, for each academic year from 2018 through 2023.

Dr. Mathews highlighted that the Full Time Equivalent Students (FTES) number has shifted in favor of online students over the past five years. This shift may be one reason why student success rates for distance education courses have been decreasing each year. The spreadsheet included a comparison of student population broken down by ethnicity across all listed community colleges as well.

Dr. Mathews shared that this information is being brought to the Committee because it is important information to have, but also because it calls into question whether the training policy that Rio Hondo College implements for online teaching should be updated.

Dr. PiersonGeiger reiterated that this data is the catalyst for the creation of the Data Review Task Force. The goal of the Task Force will be to review this spreadsheet and produce recommendations to be reviewed by the DEC. DEC members who volunteered to serve on the Task Force include Dr.Durdella and Jose Millan, in addition to Dr. Mathews and Dr. PiersonGeiger.

- Professor Tanaka-Hoshijo asked whether the college funding calculation differs for synchronous online courses versus asynchronous online courses.
  - Dr. Durdella provided a brief explanation of how funding for distance education courses is calculated.

- Professor Eugene Blackmun shared that, in his experience and prior to the pandemic, students taking online classes performed better than those taking in-person classes. However, he has also noted that online students are struggling more post-pandemic. He suggested looking into this phenomenon as it may provide more insight on current student success rates. |

	Dr. PiersonGeiger reminded everyone to sign up for the upcoming professional development events.
X. Adjournment	The meeting adjourned at 2:18 PM. The next Regular Meeting is scheduled for April 8, 2024.