RÍO HONDO COLLEGE

25 *Years of Distance Education at RHC*

Distance Education Committee (DEC) - Minutes
Regular Meeting: April 8, 2024 – 1:30-2:30 p.m. - Zoom

Members Present:

✓	Caroline Durdella		Carol Sigala	✓	Tim Scholefield
✓	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
✓	Abbie Perry		Lydia Llerena	✓	Kenn PiersonGeiger
	Michelle Pilati	✓	Bianca Urquidi		Don Miller (Guest)
✓	Jennifer Tanaka-Hoshijo	✓	Irene Truong		

I.	Approval of Distance Education Committee Regular Meeting Minutes – March 11, 2024	Dr. PiersonGeiger requested corrections on pages 1, 4, 5 and 7 to correct titles from "Professor" to "Dr.," where appropriate. **Action**: Motion made by Dr. Melanie Fierro. Seconded by Dr. Shirley Isaac. **Votes**: AYE: 17; NAY: 0; ABSTAIN: 0 Minutes for Regular Meeting of March 11, 2024, were approved without further discussion.

II.	DEC Coordinator Report – Dr. Kenneth PiersonGeiger	Dr. PiersonGeiger opened the meeting by reminding the committee of the upcoming "Day Two" of the AI Focus Group happening on May 3, 2024. Several who participated in "Day One" are working on their "homework" to design a classroom assignment or activity that involves students using *ChatGPT*. Various participants will be sharing their results at this event. He also provided reminders of other upcoming professional development events this semester. Dr. PiersonGeiger stated that the fourth *Distance Education Newsletter* has been sent out and reminded members to read and share this information with their colleagues.
III.	Office of Distance Education Report – Dr. Airek Mathews	Dr. Mathews mentioned that faculty may be seeing a discrepancy in enrollment data shown in *Canvas* and *Banner*. He requested that emails be sent to the Distance Education (DE) support account if any faculty members encounter this issue so that the data can be synchronized manually. The DE office is collaborating with a consultant to address this issue so that this process can happen automatically. Dr. Mathews announced that the California Community College Tech Connect center is removing the "Student Connect" feature, which allowed students to book appointments with their instructor. Students and instructors will need to use *Zoom* appointments to replace "Student Connect." A student and instructor guide for using this feature is included in the most recent *Distance Education Newsletter*. Dr. Mathews shared that *Canvas* is moving forward with the redesign of the "Announcements" and "Discussion Board" features. This update will go live in *Canvas* on July 20, 2024, but Dr. Mathews will be providing a demonstration of the changes at the DEC meeting in May. Dr. Mathews briefly mentioned that California Virtual Campus (CVC) registration for summer opened and there are already students registering for classes. CVC registration for the fall will open on April 15, 2024. Dr. PiersonGeiger advised those who were unaware that support for the "Student Connect" feature was being discontinued to read the *Newsletter*, as it provides more detailed information.

IV.	POCR Club Report – Jennifer Tanaka-Hoshijo	Jennifer Tanaka-Hoshijo shared that we now have 35 quality badged courses and two more that should be ready in the next month. She went over a flow chart that outlines the entire Peer Online Course Review (POCR) and approval process. There will be a POCR Process orientation event on Friday, April 12, 2024 to share this information with faculty in hopes of streamlining the review and alignment process. • Dr. Mathews shared that instructional design support and captioning services for any video content will be provided for courses going through the POCR process.
V.	Automated test proctoring final outcome	Dr. Mathews shared that *Honorlock* received the most votes and will be the new automated test proctoring service starting this summer. He is collaborating with the vendor to discuss available options in order to allow for a smooth transfer over from *Proctorio*. • Dr. Durdella requested more information on what training and documentation will be available for faculty and staff. o Dr. Mathews shared that the agreement still needs to be Board approved, but the vendor will provide a trial of the service until the agreement is finalized. He will be collaborating with the vendor and Dr. Don Miller to finalize the details related to when training will begin. *Honorlock* will also be providing training each semester. Dr. PiersonGeiger thanked everyone for participating in the vendor demonstrations, voting, and providing feedback on this matter.

VI.	"Roadrunner Hub" tour	Dr. Mathews provided a quick tour of the "Roadrunner Hub" that recently went live in *Canvas*. This resource provides students with a central location where they can receive information and be directed to the appropriate channels for the various services available at Rio Hondo College. The creation of this resource came as a request from the Associated Students of Rio Hondo College. • Dr. PiersonGeiger praised the creation of this resource, as it also fulfills a request from the Academic Senate. • Eugene Blackmun requested clarification on whether this was requested by students, faculty, or both. He also praised the resource for how easy it is to navigate for students and staff. o Dr. Mathews reiterated that students requested this to be created and it just so happened to align with faculty requests as well. The hub is also available directly through the *Canvas* mobile app, so students and faculty will be able to view it without needing to navigate the College website on their phone.
VII.	Course merging "pilot" / Cross-listed and combined courses	Dr. PiersonGeiger shared that the participant in the course merging pilot, Prof. Sheila Lynch, has completed written feedback from her experience merging three sections of Art History, which includes observations and suggestions for improving the course merging process. He will be meeting with Dr. Mathews to discuss the suggestions provided. Dr. PiersonGeiger highlighted that there were possible revisions related to the order of the step-by-step process, the filter menu in the grade book, and the Family Educational Rights and Privacy Act (FERPA) training. A discussion will occur at the next DEC meeting to decide on the final recommendations for the course-merging process. • Dr. Mathews reminded the Committee that cross-listed and combined courses can still be merged in *Canvas*. Faculty may submit a request to the DE office to have these courses merged. He also mentioned that the DE office does not maintain a list of the courses that get cross-listed and combined, making this something that faculty must request on a semester-by-semester basis.

VIII.	Data Review Task Force	There was no update as the initial meeting is still being scheduled.
IX.	Distance Education professional development survey for Fall 2024	Dr. Mathews notified the Committee that he will be sending out another survey to obtain feedback and ideas on professional development opportunities for the Fall 2024 semester. This is similar to the survey that was sent out last fall. Dr. Mathews and Dr. PiersonGeiger urged members to solicit colleagues for ideas on what professional development opportunities they would like to see offered.
X.	*Canvas* features	Dr. Mathews notified the Committee that there are three features in *Canvas* that he would like to turn on. One of these features is self-registration in *Canvas*. This feature would allow students to self-register into a manually created course, such as the "Roadrunner Hub." Students on mobile devices cannot access the hub at the moment because the *Canvas* mobile app does not have a global navigation toolbar. Turning this feature on would allow students to register and have the "Roadrunner Hub" appear on their dashboard in *Canvas*. He clarified that the normal courses that faculty teach will not be affected by this change because those courses are created using a different process. - Tim Scholefield asked what other manually created courses currently exist for which students might want to self-register. - Dr. Mathews clarified that the only course that currently falls under this category is the "Roadrunner Hub." - Jennifer Tanaka-Hoshijo asked if there is another way that students would be able to access the "Hub." - Dr. Mathews restated that this feature would only affect students on mobile devices. The "Roadrunner Hub" is available on the global navigation in *Canvas*, but the mobile app does not have the global navigation toolbar. - Dr. Caroline Durdella asked how the availability of this would be messaged to students. - Dr. Mathews stated that the generated link to access the "Roadrunner Hub" would be added to the student-only section of the College

	website. A regular announcement would also be posted in *Canvas* to notify all students.
	• Hank Fung asked if this will be available for students using tablets.
	○ Dr. Mathews clarified that the *Canvas* app does not have the global navigation bar on tablets, but it does exist if students access *Canvas* via the browser on their tablet. Turning this feature on will allow students to have access from all devices, regardless of how they access *Canvas*.
	• Mr. Fung asked if *Canvas* support can address this issue.
	○ Dr. Mathews explained that the global navigation bar and icons are customized to each institution and the icons displayed are managed by each institution.
	• Mr. Scholefield asked if it would be possible to have all students automatically enrolled in the "Roadrunner Hub" so that they would not need to self-register.
	○ Dr. Mathews shared that this is a possibility, but going about it this way may lead to having to assist all students who do not want the "Roadrunner Hub" on their *Canvas* dashboard. The proposed method allows only those who want the "Hub" on their dashboard to have it.
	• Abbie Perry asked if it would be possible to make self-registration available only for the "Roadrunner Hub."
	○ Dr. Mathews clarified that this will really only apply to the "Roadrunner Hub." While manually created courses will have the "self-registration" feature available for use, the creator of each course will still need to enable this feature for each course.
	Dr. Mathews discussed another feature in *Canvas* that will allow faculty to automatically assign scores to any assignments that are ungraded. This feature allows faculty to apply an actual score to these assignments with the click of a button rather than the default "-" that currently appears. This score would apply to a specific assignment for any students who have not received a grade for said assignment, rather than applying across all ungraded assignments for one student. The

	automatically assigned grade can also be overridden by the instructor in the event that a student submits late work. Dr. Mathews asked if the Committee would like to be able to use emojis in their courses. Inappropriate emojis have already been filtered by *Canvas* and emojis can be added or removed from the filter, as necessary. - Dr. Durdella asked if this feature would allow faculty to opt-in to using it, similar to the ungraded score feature. - Dr. Mathews clarified that this feature would be on for all courses, but instructors can turn it off for their course if they do not use it. - Various committee members expressed support for this feature but suggested reviewing the allowed emojis before deciding to turn this feature on. Dr. PiersonGeiger requested that Dr. Mathews review some of the emojis in question at the next DEC meeting.
XI. Adjournment	The meeting adjourned at 2:30 PM. The next Regular Meeting is scheduled for May 13, 2024.