RÍO HONDO COLLEGE

25 Years of Distance Education at RHC

Distance Education Committee (DEC) - Minutes
Regular Meeting: May 13, 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 – April 8, 2024	**Action**: Motion made by Dr. Melanie Fierro. Seconded by Dr. Carol Sigala. **Votes**: AYE: 14; NAY: 0; ABSTAIN: 0 Minutes for Regular Meeting of April 8, 2024, were approved without discussion.

II.	DEC Coordinator Report – Dr. Kenneth PiersonGeiger	Dr. PiersonGeiger briefly reflected on his past year serving as the DEC Coordinator. He shared that he would continue as the DEC Coordinator for the next academic year. Dr. PiersonGeiger highlighted three important matters that the DEC was able to make progress on. The first was the pre-term and post-term access to *Canvas* for students. An all-campus email will be sent out by Dr. PiersonGeiger, Dr. Mathews and Dr. Medina-Rhodes in order to inform faculty administrators of the new recommendation. The second update pertains to the Learning Tools Interoperability (LTI) vetting process that the DEC agreed on in March. This news will also be shared via a separate all-campus email to notify faculty administrators of the new LTI vetting process. The third update was the approval of the course merging process and checklist that was scheduled on this meeting's agenda. A third campuswide email will be sent out if the course merging documents are approved by the DEC and approved by administration. Dr. PiersonGeiger shared that changes to the DEC membership were submitted to the governance manual. He also praised the professional development events that took place over the spring term and thanked everyone who took part in these events. A survey for professional development ideas for the fall semester will be sent out.
III.	Office of Distance Education Report – Dr. Airek Mathews	Dr. Mathews reflected on the progress and provided a summary of changes that occurred over the past year related to Distance Education at Rio Hondo College. He thanked everyone on the Committee for their support in achieving this progress.
IV.	POCR Club Report – Jennifer Tanaka-Hoshijo	Jennifer Tanaka-Hoshijo notified the Committee that there are 36 badged courses up on the California Virtual Campus website and a 37th should be added by the end of the week. She also shared that she attended a curriculum meeting and shared a one-page handout about the new Peer Online Course Review process for the fall term. A summary and copy of this document was shared with the Committee.

V.	DEC Membership Changes	Dr. PiersonGeiger shared an update on changes to DEC membership for the next academic year. Some members will no longer be on the Committee and new members will need to be elected by their associated division. He also mentioned that he will be reaching out to each current member to get an updated idea on where everyone is in relation to their term.
VI.	Timetable for transition from *Proctorio* to *Honorlock*	Dr. PiersonGeiger reminded the Committee that, as stated in the email that was sent out on May 8, 2024, *Proctorio* will be uninstalled on May 28, 2024. *Honorlock* will be the new proctoring service. Dr. Mathews shared that the first of many *Honorlock* training sessions will be held on Friday, May 17, 2024. This session will also be recorded and shared.
VII.	Distance Education Professional Development survey for Fall 2024	Dr. Mathews shared that a survey will be sent out to gauge interest in various professional development ideas for the fall term. He also encouraged faculty to continue to provide ideas for future professional development events.
VIII.	Data Review Task Force	Dr. PiersonGeiger shared that the Data Review Task Force had to have its first meeting rescheduled. It is calendared for May 15, 2024.
IX.	*Canvas* Emojis	Dr. Mathews provided a brief demonstration of how to access the setting in *Canvas* that allows instructors and students to use them in their posts. This setting can be changed by instructors if they prefer to not allow them to be used. Dr. PiersonGeiger clarified some statements that were made at the previous DEC meeting related to the vetting of emojis. The Committee had already completed this process so there was no need to revisit this matter.

X.	Demo of *Canvas* features: "Announcements" and "Discussion Board"	Dr. Mathews shared a video created by Instructure demonstrating new features coming to *Canvas*. The video showcased some of the changes and how to get early access to them.
		Dr. Mathews shared that this update is expected to go live in July and all faculty will need to adapt to the new layout and features. He will send a link to the video and provide more data on the specific release date details as they become available.
		• Eugene Blackmun asked if instructors would need to adjust scheduled announcements included in pre-built courses because of these new features. • Dr. Mathews was unsure about this but will reach out to *Canvas* to request clarification.
XI.	Proposed revision to "*Canvas* Course Merge Process" and "*Canvas* Course Merge Checklist" implementing pilot project feedback and observations	Dr. PiersonGeiger briefed the Committee on the revisions that were made to the "*Canvas* Course Merge Process" document after receiving feedback from the pilot that was conducted earlier in the term. **Action**: Motion made by Dr. Melanie Fierro. Seconded by Lydia Llerena. **Votes**: AYE: 15; NAY: 0; ABSTAIN: 1 The "*Canvas* Course Merge Process v5.1" document was approved without discussion. Dr. Mathews briefed the Committee on the changes made to the "*Canvas* Course Merge Checklist" after receiving feedback from the pilot that was conducted earlier in the term. **Action**: Motion made by Dr. Melanie Fierro. Seconded by Dr. Shirley Isaac. **Votes**: AYE: 16; NAY: 0; ABSTAIN: The "*Canvas* Course Merge Checklist v5.1" document was approved without discussion.

XII. Adjournment	The meeting was adjourned at 2:22 PM.
	The next Regular Meeting is scheduled for September 9, 2024.