

RCC DISTANCE EDUCATION COMMITTEE

Minutes

15 NOV 2024

10:00 – 11:00 am

CIS-A-117

Zoom Meeting

<https://rccd-edu.zoom.us/j/83624023135?pwd=zBIQTo5yjdHDnCPqa91SgNAEtWmbtr.1>

Attended (in person): Janet Lehr, John Adkins, Mary Fehn, James Rocillo, Elena Kobzeva-Herzog, Shawna BuShell

Attended (via Zoom): Joanie Gibbons-Anderson, Rakel Larson, Sally Ellis, Heather Smith, Susan Sefried, Sunny Sui

1. Call to Order 10 AM
2. Approval of Agenda 10:01 AM
3. Approval of Minutes 10:03 AM
4. ACTION ITEM: Goals

Discussion - this committee would like to “redefine DE committee’s role (departments that DE reports recommendations to etc.)” and propose to Senate –

John proposed a motion to accept the 4 Goals discussed in the last meeting with additional details, 2nd by Janet. Unanimously approved.

POCR plan includes support – needing to look at funding to provide the support.

Additional discussion items - Sally had a question about purchasing supplies to broaden student access to technical devices/resources. Suggestion to possibly submit the agenda item to “program review” and request department chairs to bring up the need to budget funds to increase devices and resources.

Dr. Bushell will speak with the chancellor about purchasing batteries to repair the laptops needing refurbishment. Sally will send Dr. Bushell the number of computers that need new batteries.

Elena had a question about headphones and camera accessibility from the library. Dr. Bushell offered to speak with Sally about a possible donation of disposable headphones that can be given to students.

5. ACTION ITEM: HyFlex Definition: “Classes that functions in three modalities: synchronous online, asynchronous online, and face to face”. Janet sent out an email with resources related to Hyflex modality. The committee reviewed the resources and agreed to tentatively adopt a definition of Hyflex based on Author Beatty, B. J. book entitled “Hybrid-Flexible Course Design: implementing student-directed Hybrid Classes.

RCC DEC GOALS:

- I. Review District and College DE initiatives, provide feedback, and approve.
- II. Bring forward CVC-OEI approval request to Faculty Senate. - Accomplished
- III. Update DE webpage as needed

6. Discussion of Senate Bylaws

DE committee members will review the DE Bylaws and make recommendations for changes and updates.

7. POCR update from Janet - POCR plan includes support – needing to look at funding to provide the support.

8. District Information – RCCD DE

Dr Bushell said that she has been working on adding mental health messaging on Canvas for the 12,000 students attending online courses with RCC – Mary Rankin has created a page on Canvas for online MH resources.

“Be Your Best Self” program that did a total make over for 53 students including men.

Career closet shopping online application to make appointment with hair appointment. Dr. Bushell will send a list of initiatives that she has been working on for RCC online students

She is also working on addressing equity by working with African American women. Engaging with pastors to get more African American students involved and obtain access to education.

Update: Hired more people in DE district

Software usage report deferred to next meeting.

9. Adjourned at 11:10 am

RCC ELECTED REPRESENTATIVES

NAME	EMAIL
Lupe Delgadillo CLLRAS	lupe.delgadillo@rcc.edu
Janet Lehr CTE	janet.lehr@rcc.edu
James Rocillo FPA	james.rocillo@rcc.edu
Elena Kobzeva LHSS	elena.kobzeva@rcc.edu Term ends SP 2025
Heather Smith STEM-K - Co-Chair	heather.smith@rcc.edu Term ends SP 2025
Mary Fehn Nursing	mary.fehn@rccd.edu Not sure about returning SP 25
John Adkins Administration – Co-Chair	john.adkins@rcc.edu

ACCJC Distance Education Rubric: <https://accjc.org/strategic-plan-2030-initiative-2/>

Senate By Laws for RCC Distance Education RCC Academic Senate Approved 11/6/2023:

<https://www.rcc.edu/assets/documents/faculty/academic-senate/2023-24/RCCAS%20Bylaws%20Approved%2011.6.2023.pdf>

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4. Distance Education Subcommittee

a. The Riverside City College faculty shall establish a Distance Education Subcommittee to develop policies and promote practices that contribute to the quality and growth of distance education and bring these to the Teaching and Learning Leadership Council and Resource Development and Administrative Services Leadership Council ("RDAS").

b. The Distance Education Subcommittee shall be composed of six elected members serving two-year terms and representing the six divisions:

Career and Technical Education; Counseling, Library and Learning Resources, and Academic Support; Fine and Performing Arts; Languages, Humanities and Social Sciences; Mathematics, Science and Kinesiology; Nursing.

Three members shall be elected in even-numbered years and three shall be elected in odd-numbered years.

The following divisions shall elect representatives in odd-numbered years: Career and Technical Education; Fine and Performing Arts; Mathematics, Science and Kinesiology.

The following divisions shall elect representatives in even-numbered years: Counseling, Library and Learning Resources, and Academic Support; Languages, Humanities and Social Sciences; Nursing.

c. The Distance Education Subcommittee will interface primarily with the Technology Resources Committee of Resource Development and Administrative Services Leadership Council.

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- III. Update DE webpage as needed