DISTANCE ED COMMITTEE
March 19th, 2021

10:15am – 11:45am

Zoom Session

Meeting Minutes

1. Call meeting to order at 1015am

2. Approval of the Agenda motion [Mary/Elena] approved by consent

3. Approval of the Minutes from February [Charlie/Elena] approved by consent.

4. Chair election process was shared during the last meeting. What is our college commitment? Seems to be a busy job for the chairs now; Covid enhanced. The role of our committee needs to be defined in relationship with the District. Maybe our goals/action plan later in the meeting will address this. Need to have high quality courses to compete with other colleges.

5. Frequency of our meetings was discussed without a final change. Suggestions included 1st and 3rd Fridays for one hour. With the programed break of almost two months [meet on 19 March and next

meeting is in May], committee agreed to meet on 9 April.

6. Give instructors a full student view of courses with integrated third-party learning management systems like MyLab, Connect, and Web Assign. Ken suggested faculty be given a student.rccd.edu email account for this purpose.

7. Topics from Dean Davis.
   a. Certification to provide DE courses. According to AP 2105, online instructors need to receive training and a certificate of such training. The certification process must start again to ready new faculty for the Fall 2021 online/hybrid classes.

      Those who have a current certificate for the Online Academy are still good. However, spoke to have a renewal process to happen every three years. Recommended 6 hours of training, counts for FLEX, and recorded by the District. The Course Design Camp, replacing the Online Academy, is set to provide online instructors much more that how to navigate Canvas. The self-paced camp is set for 24 hours of training in the course development, design, and facilitation.

      Full agreement that RCCD should accept the online training certificates from our local CCCs, UCs, and CSUs. Need to create a table to match free @ONE courses that equate to our training. Talks with Academic Senates and Union representative are ongoing.

      The next three items were place on hold due to how much time was left in the meeting.
   b. Canvas roles and permissions to include [postponed]

  c. Best use of Accessible Tech and Media Coordinators[postponed]

  d. Establishing a POCR team at RCC [postponed]

8. Goals in our plan and any updates. With 20 minutes remaining, John reviewed the goals with committee members. Where does the District end and where does RCC begin?

Goal 1. It seems the use of ALLY may allow us to be finished with this goal. Power BI is used to show accessibility scores to the course level.

Goal 2 was created for accreditation reasons. We need to take a 30,000-foot view. We are providing the tools and training to show a huge increase in student success. We have made Best Practice recommendations. Looking to link a Staff position to be the depository of Best Practices. Pre-covid courses were making progress increasing student success.
Part b of the goal focuses on the 1st year student. Increased success was recorded pre-covid by District driven tools like Quest for Success and focusing on the skills and strengths needed in a face-to-face class that are transferable to online classes.

Ran out of time. Goals will continue at the top of the next meeting.

9. Meeting adjourned at 1145am