

MINUTES
San Bernardino Valley College
Distance Education Committee Meeting
September 6, 2024, 1:00 pm-2:30 pm

Join from PC, Mac, Linux, iOS or Android: [ConferZOOM](#)

Or Telephone-Dial: (669) 444-9171 Meeting ID: 899 2755 4084

Committee Members		
Al-Husseini, Maha-Present	Assumma, Michael-Present	Berry, Thomas (guest)-Present
Brown, Robert	Coats, Cherishea-Present	Galindo, Kadir-Present
Garcia, Armando	Gergis, Nader	Hamdy, Rania-Present
Henkle, Lisa	Homier, Samantha-Present	Lillard, Sheri
Notarangelo, Maria (guest)	Pave, Adam-Present	Strong, Terri-Present
Torrez, Michael-Present	Burns-Peters, Davena (Faculty Co-Chair)-Present	Lewis, Stephanie (Admin. Co-Chair)

Committee Charge: Advises the Vice President of Instruction regarding all issues related to online, hybrid, and/or ITV at the College. The committee functions as a visionary body, as a conduit for information -between faculty/administration/students, and as a technology advisory body for issues related to distance education.

Agenda Item	Discussion and Action Items
Call to Order:	
Approval of Minutes: 4/5/2024	Minutes presented to committee and approved unanimously.
DE Faculty Lead Position AY24-27	Update of DE Faculty Lead position provided to committee. Davena Burns-Peters is the lead for AY2024-2027. She is using the full .80 reassigned time. This change is due to the co-lead, Margaret Worsley, leaving the institution for another position.
Annual Review of DE Committee Charge	<p>Charge was reviewed for currency and possible updates. The following items were identified:</p> <ul style="list-style-type: none"> • ITV is an outdated term and hyflex is a new term to possibly be added • Rather than list all of the modalities, consider use of a more global statement such as, <i>issues related to online, hybrid, and/or ITV all modalities of <u>Distance Education at the College</u></i> • Committee was asked to also consider what language can be added or changed to better reflect the work of the committee with equity, access, and inclusion, as well as integrated into the campus mission and planning goals. <p>Action: Committee will provide additional input and suggestions for language changes to the charge. Davena</p>

	will draft a revised charge based on input and bring it back to the committee for review and support.
<p>POCR Update</p> <ul style="list-style-type: none"> • Updated timeline for 3rd review and course alignments • Xochi attend 10/04/2024 meeting at 10:00 or 12:00? • Course alignments completed by 11/1/2024 • POCR Norming Session: September 26, 2024 	<p>Shared proposed timeline with committee.</p> <p>Action: Davena will reach out to Xochi and invite her to a future committee meeting for the 3rd review. Will ask about 2:00-2:30 on the 4th of October. Will inform committee of the results. Davena will ensure all 3 courses are ready for final review by working with faculty on the final alignment process and accessibility.</p>
<p>ACCJC: SBVC Midterm Report</p> <ul style="list-style-type: none"> • DE components in report • Potential action items for ISSR 	<p>The ACCJC SBVC Midterm Report was shared with the committee and DE related components shared. The committee provided several points of discussion and consideration. Some of the suggestions included:</p> <ul style="list-style-type: none"> • How do we continue to build the knowledge related to RSI? • There is a need to set a standard, method of evaluation, create a possible checklist for Dean use during evaluation, etc. • Spotlight faculty examples of RSI components that need to be in an online as a method of getting others to engage and join the movement • New Federal Requirements for DE - Regular and Substantive Interaction.pdf (llu.edu) • https://www.mtsac.edu/president/cabinet-notes/2022-23/08-aug/7_1_Academic_Senate_RSI_Rubric_v4_June_2_2022_WTS_comments.pdf • Use the Office of Instruction as the leverage and strength to implement the use of a checklist, guidelines, etc. • Create a handbook <p>The committee was asked to continue considerations and share for further exploration.</p>
<p>ACCJC RSI Evaluation Tools</p> <ul style="list-style-type: none"> • Listening Sessions and Feedback • Quality Continuum Rubric • Assessment Tool for Peer Reviewers • Potential impact for DE at SBVC 	<p>Davana attended the ACCJC Listening Session on the new RSI Evaluation Tools on 9/3/24</p> <p>The tools were provided to the committee for a review and discussion. The tools may be of use to SBVC in the future as the use of a checklist, rubric, or other RSI verification processes are explored.</p>
<p>Inclusion of RSI in Faculty Evaluation Process</p> <ul style="list-style-type: none"> • Union • District Administration 	<p>Davana shared how faculty evaluation is related to the verification of RSI. The Union and SBCCD HR have indicated evaluation is an article that is opening this year and RSI verification will be considered as part of the negotiations process.</p>
<p>New Business for Future Action</p>	<ul style="list-style-type: none"> • Data Disaggregation to begin building language regarding online courses, work with Office of IE and Research • Strategic Plan for DE.

	<ul style="list-style-type: none">• Past minutes regarding creating AI guidelines and recommendations: recommended policies in syllabus and such, was tabled, bring back to the table along with the issue with fraudulent students i.e. BOTS, this is a major concern, how to faculty identify these students and how can we work on this and to what extent? What are the statistics with BOTS in the online offerings, etc.• Have other campuses adopted a campus wide AI policy, etc? Also look to ASCCC regarding AI policies.
Next Meeting: 9/20/2024	