

DEAC Meeting Agenda – 09/24/2024

Attendance: Janna Anderson, Porsha Boyd, Robert Diaz, Tracy Guild, Rita Higgins, Darnell Kemp, Kelly Klassen, Rachel Nevarez, Maria Rodriguez, Lugene Rosen, Kathy Standen, Cory Thomas, Marcus Wilson

2021-2025 Strategic Goals

- Strategic Goal #1: Propose and support the development and implementation of a robust distance education office that supports students, faculty, and staff with keeping current in online teaching and learning best practices
- Strategic Goal #2: Support increased successful completion of online courses and reduce student achievement gaps
- Strategic Goal #3: Engage in continued research and explore current, new, or improved technologies that support diverse student needs and assist instructors in creating courses while maintaining accessibility standards

1. DE Office Update

- A. Onboarded new Administrative Assistant II
- B. Received new furniture and preparing to get final touches completed
- C. Anticipate having an open house for mid-October and introduce as “Online Learning Center”
- D. Plan to open “Online Learning Center” on certain days a week for a few hours
- E. Collaborate with ACT and their hourly employees for student support in “OLC” as tech rangers
- F. Discussed that “Distance Education” will not be name changing to “Online Learning Center”, rather it will be the office center’s name for in-person support provided for faculty and students

2. OTC Tracker Shell

- A. All online certified faculty should have access to shell as a “student” for a more robust process to track certifications
- B. Faculty who have never been certified are not added onto the course
- C. Recertifications will be assigned and uploaded through this shell
- D. Faculty will be able to see their OCS date and year of when certified
- E. The OCS should be completed as soon as possible (after certification)
- F. Distance Education office will work to support faculty during their recertification process

3. OTC Updates

- A. 14 faculty members successfully completed the OTC Summer 2024 training
- B. OTC winter session will begin December 2nd, 2024

- C. If any faculty members are interested, they may reach out to Distance Education to be added on the OTC winter shell
- D. OTC winter shell will be open a few weeks before start date for an opportunity to review the course
- E. There were questions about how late faculty can get added onto the shell with confirmation that they can be added no later than by the second week of the course's start date (banner ID is required)

4. Equivalency Committee

- A. The committee is looking for an additional member to join – Robert Diaz volunteered to join
- B. There are no meetings held, instead, the committee collaborates on reviewing equivalency request applications via Canvas and email communications
- C. Two committee member approvals are required to approve an equivalency
- D. When needed (especially during breaks and beginning of the semester), the DE Director can be the second vote provided that the DED is a faculty member
- E. Committee application is posted online for those who are interested in joining

5. Canvas Updates

- A. Reviewed discussion checkpoints, discussions, smart search (AI based), student submissions, assigning to, speed grader
- B. All updates are posted on website and a link is shared on Canvas
- C. Complaints to Canvas have been made regarding grade issues that faculty have encountered, in the meantime, faculty have option to “bulk” grade – for reference, guidelines are on DE website
- D. Announcements were not being sent to faculty's emails – issue has been fixed

6. CVC Update

- A. Fullerton College is a “home college” – this means FC students can sign up for online courses at other California CCs that are designated “teaching colleges”
- B. Fullerton College is also a “teaching college” - this means students from other California CCs can go on Exchange to sign up for online courses at FC
- C. From June 1st to now – 31 students from other colleges have enrolled in FC online courses; 34 of our students enrolled for courses at other California CCs
- D. Discussed issues that have been encountered with students from Cypress College and courses not appearing – looking to fix this issue ASAP
- E. Suggestions that Fullerton and Cypress should establish a trust relationship

7. ACCJC

- A. New rubric has been developed for Distance Education and is currently being piloted
- B. Rubric will be utilized to assist with peer reviews

- C. Rubric has been added onto the DEAC shell discussion board for committee members to provide feedback/comments
- D. Requirement of a student-to-student interaction is not currently mandated at ACCJC level, though it's an important component at FC