

Fullerton College

Distance Education Advisory Committee Agenda

October 29, 2025 (2:00 PM – 3:30 PM)

Chair: Darnell Kemp, Distance Education Director

Resource Member: Cory Thomas, Instructional Designer

Attendance: Janna Anderon, Porsha Boyd, Minh Bui, Tracy Guild, Rosie Kar, Kelly Klassen, Michelle Loy, Kristin Mihaylovich, Eddie Rapp, Lugene Rosen, Kathy Standen

Mission and Purpose

DEAC defines a common vision for distance education at the College. It establishes goals and charts the coordinated implementation of distance learning across the campus. In addition, DEAC positions the College to respond most effectively and efficiently to growth in demand and to the rapidly changing technological opportunities within the field of e-learning. Among DEAC's goals are to:

- increase student success and retention
- establish a comprehensive program for student learning outcome assessment (SLOA) in distance education (DE) courses
- increase student access
- establish a permanent DE Director and Instructional Technology Center
- increase faculty training in DE methods, technologies, and assessment practices
- increase student support and training for application to DE classes
- ensure and maintain the academic rigor of the DE curriculum
- ensure and maintain academic integrity

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

Agenda

1. Minutes and updates from the last meeting

- Minutes are available on the Distance Education website.
- Website includes information on DEAC memberships, meetings, and agendas.

2. Review of Mission, Purpose, and Composition

- Senate advised committees to review their mission, purpose, and composition at the beginning of each semester.
- Strategic plan should reference online courses as almost 50% of them are online.

- Mission and vision for Distance Education at the college includes implementation of distance learning across the campus and is responding to growth in demand, plus technological changes.
- Increase faculty training methods and ensuring academic integrity.
- Current budget is utilized to cover spending for software programs used campus-wide.
- Committee will revise Goal #2 to reflect support.
- Committee will also include a goal of a sustainable budget.

3. District Technology Committee update

- The new registration and course schedule tool has been launched, with feedback indicating accessibility and usability challenges.
- The DTC is also reviewing board policies on campus technology use, including faculty email access after retirement.

4. Campus Technology Committee update

- Following accreditation feedback, CTC is redefining its role in improving the technology decision-making process.
- Developing a rubric for prioritizing technology requests across departments.
- The committee will serve as an advisory body providing guidance and resources.

5. Canvas and LTI updates

a. Materia – update

- The district agreed to host Materia after initial review with server setup expected completion by late November.
- Once launched, users can log in through the district to build and embed Materia activities in Canvas.

b. H5P, TidyUp, and other tools

- Ongoing testing for embedding interactive, gradable elements into Canvas using OER content.
- TidyUp Canvas tool helps identify and remove unused or outdated course files, improving organization after course copies.
- Writing tool under review to analyze writing patterns and detect potential AI-generated content.

c. Discussions Checkpoints update after Summer 2025 OTC testing

- Canvas has resolved prior SpeedGrader issues related to discussion checkpoints.
- Rubric integration issues persist but are being addressed.
- Users will be able to opt in to discussion checkpoints once stable.

d. YouTube video updates

- Embedded YouTube videos in Canvas now display ads.
- The recommended solution is to import videos into “Studio” to remove ads and ensure ad-free playback.
- Migration tool link is in the courses menu in Canvas courses.

e. Turnitin

- Two option – the external tool, allows you to grade in Turnitin or Canvas.
- Plagiarism review can be enabled in assignment settings.

- Fully integrated with Canvas; submissions and grading occur within Canvas only.
- Turnitin continues to function as the plagiarism review tool for Canvas.
- Updated guidance and tutorials are available on the Distance Education website.

6. Handbook - next section

- The updated Distance Education Handbook is nearing completion and awaiting approval.
- Target completion: end of the calendar year.

7. November meeting date discussion

- The next meeting will be held on Tuesday, December 2, 2025, at 2:00 PM.

8. Adjournment

- Meeting adjourned at 3:06 PM.

Minutes prepared by Maria Rodriguez, Administrative Assistant II