

Fullerton College

Distance Education Advisory Committee Agenda

December 2, 2025 (2:00 PM – 3:30 PM)

Chair: Darnell Kemp, Distance Education Director

Resource Member: Cory Thomas, Instructional Designer

Attendance: Janna Anderon, Minh Bui, Kelly Klassen, Michelle Loy, Kristin Mihaylovich, Eddie Rapp, Eugene Rosen, Kathy Standen, Marcus Wilson

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

- Reviewed TidyUp tool with Cory and discussed cleaning out old content, running accessibility checks, and preparing materials for sharing.
- Using TidyUp can reduce the number of errors in "UDOIT".
- Short instructional videos are available on DEAC Canvas shell.
- District is currently undergoing hosting their own version of Materia with adaptations underway for compatibility.
- Expected availability is projected for Fall 2026.

2. Review of new proposed goals

- Revisions focused on removing outdated or irrelevant items, including certain SLOs.
- Revised mission and goals will be submitted to the Senate.
- Recommendations planned on equivalency, teaching experience, online course surveys, and sharing best practices.
- Goals updated to strengthen the distance education office, increase student success, enhance online learning, and maintain academic integrity.
- Mission and goals were voted on and adopted to move forward.

3. District Technology Committee update

- New software budget categories to be implemented for software usage: maintenance, licenses of 12 months or less, and licenses of 12 months and more.
- The committee is still discussing email addresses for retirees and AI policy.

4. Campus Technology Committee update

- Currently restructuring to provide guidelines for software requests aligned with accreditation feedback.

5. Ensuring quality in online courses

- Discussed departments must prioritize quality to retain students as poorly designed courses can deter enrollment.
- Courses should be easy to navigate with weekly modules as a recommendation.
- Consistent patterns improve student experience; templates are available for online course set-up.

6. DesignPlus update

- A self-paced DesignPlus training course is available to help users adapt to the new version.
- Content will not be affected until users need to edit.
- DesignPlus has a new sidebar tool that differs from the old version.
- The legacy version will no longer be available beginning January 2026, with no impacts to be expected as the new version has been the default for over a year.

7. General discussion

- Suggestion to discuss elements of online teaching in future meetings, brainstorming ideas, and researching practices across divisions.
- Certification information is updated regularly on the Distance Education website.

8. Adjournment

- Meeting adjourned at 3:00 PM.