

Fullerton College

Distance Education Advisory Committee Minutes

February 24, 2026 (2:00 P.M. – 3:30 P.M.)

Chair: Darnell Kemp, Distance Education Director

Resource Member: Cory Thomas, Instructional Designer

Attendance: Janna Anderson, Carlos Antunez, Porsha Boyd, Tracy Guild, Kelly Klassen, Stephanie Lemus, Michelle Loy, Kristin Mihaylovich, Eddie Rapp, Lugene Rosen

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
- Increase student access
- Increase faculty training in DE methods, technologies, and assessment practices
- Increase student support and training for application to DE classes
- Support the academic rigor of the DE curriculum
- Support academic integrity

2026-2031 Strategic Goals

- Strategic Goal #1: Strengthen and sustain the college's robust Distance Education Office to serve as a leader in advancing online teaching and learning, supporting students, faculty, and staff with best practices, professional development, and ensuring the office continues to evolve in response to emerging technologies and campus-wide needs.
- Strategic Goal #2: Advance the college's mission for distance education by expanding and strengthening online learning across the campus to meet growing demand and evolving technologies. This includes enhancing faculty training and support, safeguarding academic integrity, and strategically utilizing the current budget while advocating for additional funding to address the increasing demand for online courses and digital learning resources.
- 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 posted on the Distance Education website.
- TidyUp is running and flex session ran smoothly as self-paced.

2. District Technology Committee update

- District Technology Committee meeting was cancelled, no update.

3. Campus Technology Committee update

- The committee is being restructured to meet the accreditation requirements regarding software and computer purchases.
- The goal is to avoid redundant software purchases and improve communication across departments.

- The focus is on mission, goals, and purchase review processes, which will be presented to the Senate and President's Advisory Council.

4. Senate Feedback on Mission and Goals updates

- Concerns were shared regarding the use of AI by students and the expansion of online course offerings.
- Discussed the effectiveness of online teaching requiring more planning, creativity and effort.
- AI safeguards are important for maintaining quality in online courses.
- There's a significant increase in students taking online courses through the California Virtual College (CVC).

5. ACCJC Rubric - steering committee asked us to give them a general sense of how well our current OTC processes (training, certification, and recertification) align with the various areas of the rubric

- The ACCJC rubric is shorter than the OEI rubric and focuses on RSI.
- RSI includes providing feedback, responding to questions, and facilitating discussions.
- There is ongoing discussion on how to document and improve RSI for accreditation purposes, especially with interactions occurring outside of Canvas.
- The certification process allows four different ways for completion, followed by recertification every 3 years.
- Discussed course design resources including course design tools, design plus templates, and content blocks.

6. DE Handbook review

- The handbook is currently being updated to a more comprehensive resource for faculty.
- It includes preparation for online teaching, mission definition, information on mandatory policies, defining best practices, and should be a useful resource for new faculty.
- Discussed the goal to find balance between general guidelines and specific requirements, keeping in mind the diverse needs of different departments.

7. Ensuring Quality in Online Courses – continuing discussion

- Divisions are currently pending updated policies.
- Suggestions to conduct research into other colleges for policies that are being implemented on their campuses.
- Guidelines and policies are needed to ensure the quality of online courses.

8. General Discussion

- Continue to review and provide feedback on the DE handbook.
- Focus on addressing RSI requirements for accreditation.
- Online Course Surveys are currently being conducted (completed every 3 years for faculty).

Meeting adjourned: 3:07 P.M.

Next meeting: March 24, 2026