

Fullerton College

Distance Education Advisory Committee Minutes

March 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, Minh Bui, Tracy Guild, 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

- Continued discussion on accreditation

2. District Technology Committee update

- Committee staffing reduced by 8 positions; transitioning to one representative per location
- Exploring approval for additional classified representatives
- Workgroup forming on AP3720
- District workgroup created to draft board policy on AI

3. Campus Technology Committee update

- Mission and purpose revisions nearing completion.
- Looking into formalizing purchase order approval process
- Reviewing forms for modifications/revisions

- Developing a rubric for software purchases

4. Software Purchasing

- Currently have 5 software tools reviewed on annual basis
- Pronto communication tool identified as most likely to cut if needed (still widely valued for communication, useful for in-person classes)
- Reviewed Canvas module and Pronto RSI report
- 25% budget reduction not feasible

5. Hyflex Designation in the Schedule

- HyFlex is the current option for in-person or online attendance
- Reviewed class schedule display with the following recommendations:
 - Add clear descriptions of instructional formats
 - Use dropdown explanation for student clarity

6. Display Cases

- 2 of 4 display cases are currently available for use
- Plan to replace Veteran Resource Center postings with Distance Education-related content
- Focus on advertising and highlighting online courses
- Departments encouraged to contribute materials and content for posting

7. Ensuring Quality in Online Courses – continuing discussion

- Discussed discipline-specific best practices (Math, Business, CIS)
- Noted key issues:
 - Inconsistent course start dates
 - Faculty are sometimes unaware of scheduling differences
 - Consider more consistency in course design, instructions, feedback practices
- Best practices may vary by division
- Consider broad sharing with Deans and Department Chairs for additional input

8. OCS and Accessibility

- Discussed Peer Online Course Review (POCR) via CVC
- Online Course Surveys developed in response to accreditation concerns
- OEI revising rubric to align with accreditation
- Plan to revisit rubric in fall

9. General Discussion

- OCS review process is time and resource-intensive
- Updates on CVC and upcoming Fullerton College courses
- High enrollment in Ethnic Studies Courses

Meeting adjourned: 3:26 P.M.

Next meeting: April 28, 2026