

Fullerton College

Distance Education Advisory Committee Minutes

September 22, 2026 (2:00 P.M. – 3:30 P.M.)

Chair: Darnell Kemp, Distance Education Faculty Coordinator

Resource Member: Cory Thomas, Instructional Designer

Attendance: Janna Anderson, Carlos Antunez, Minh Bui, Michelle Loy, Kristin Mihaylovich, Toni Nielson, Eddie Rapp, Deanna Smedley

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 and Minutes

1. Minutes and updates from the last meeting

- Previous meeting minutes and committee information are available on the committee website for reference
- The committee continues to work on RSI requirements for online courses

2. District Technology Committee update

- The committee provided an update on the upcoming Microsoft passkey transition, which will begin December 1st, with text-message authentication being discontinued February 1st, 2027
- The district is preparing for new digital accessibility requirements with an April 2027 compliance deadline
- An assessment will be conducted to help align current practices with the accessibility requirements

3. Campus Technology Committee update

- Currently working on a campus technology plan addressing accreditation expectations, technology infrastructure and support, and the need to update outdated technology
- There is also a current development for AI recommendations and guidelines to bring forward to the Faculty Senate, aligning with the district's AI administrative procedure, once finalized

4. Faculty Technology Coordinator report

- The Faculty Technology Coordinator role will serve as a liaison between faculty, campus technology, and district technology
 - The position supports faculty technology needs related to AI, Microsoft products, Banner, MyGateway, and other instructional technology
- 5. Review mission, purpose, and goals**
- The committee reviewed the Distance Education mission, purpose, and goals, which were revised last fall
 - Online education continues to represent a significant portion of student enrollment, with approximately 52% of students enrolled in online courses
 - Discussion included student access and success, faculty training, academic rigor, emerging technologies, and the need for additional funding to support technology and licensing needs
- 6. Online Course Survey RSI suggestion**
- Discussed updating the online course survey to better address RSI and accessibility requirements
 - The current survey was based on the OEI rubric, but changes in accreditation expectations will require the survey to be revised
 - Discussed focusing the survey on evidence of feedback on student work, responses to course-related questions, and group discussions
 - Grade feedback, announcements, discussion boards, and syllabus information were identified as key areas that reviewers can use to verify RSI
 - Reviewed the importance of documenting interactions that may not be visible to external reviewers, such as Zoom meetings or other communication tools
- 7. Accreditation planning**
- A) Steering committee recommendations for RSI**
- Discussed developing a process for reviewing Distance Education courses for RSI and bringing recommendations to the Faculty Senate in Fall 2026, with reviews beginning in Spring 2027
 - Evaluated the 85% compliance threshold and the importance of preparing faculty and courses ahead of the accreditation review
- B) RSI support at other colleges**
- Examples of RSI practices at other colleges were shared, including information from the OTC Conference and examples from Reedley and Cerritos Colleges, with committee members being most interested in the Cerritos process.
 - Reviewed how external reviewers access online courses and the importance of making RSI evidence visible within the LMS
 - The 4CD RSI rubric and updated OEI rubric were also discussed as resources for developing the college's process
- C) Ideas for a process**
- Committee members discussed possible approaches for implementing an RSI review process, including course self-assessments, faculty training, and identifying specific course evidence such as announcements, grade feedback, discussion boards, and communication plans
 - The committee will continue discussing the process and gather additional input before making a recommendation
- 8. Recommendation for faculty to publish all online courses with at least a home page (even late start)**
- Recommendation that all online courses have at least a published home page, including late-start courses
 - A late-start course template is now available through the DesignPLUS QuickStart Wizard to provide students with basic course information before the course begins

Meeting adjourned: 3:24 P.M.

Minutes taken by: Maria Rodriguez

Next meeting: October 27, 2026