Fullerton College Distance Education Advisory Committee Agenda

October 27, 2026 (2:00 PM – 3:30 PM)

Chair: Darnell Kemp, Distance Education Faculty Coordinator

Resource Member: Cory Thomas, Instructional Designer

Attendance: Janna Anderson, Tracy Guild, Kelly Klassen, Michelle Loy, Kristin Mihaylovich, 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

1. **Minutes and updates from the last meeting**
    - No updates from the previous meeting
2. **District Technology Committee update**
    - Technology costs are expected to increase by approximately 2.5% across the board, resulting in an increased budget
    - Additional security and monitoring products will also need to be purchased
    - The district is working to limit AI use to Microsoft Copilot, which requires users to sign in
    - The ACMM group visited in early October to conduct training and small group meetings. A report with recommendations is to be expected
    - The need for District support with PDF remediation and audio descriptions for videos was also discussed. Further information will be shared once the group's recommendations are available
    - Faculty brought up issues with inaccessible PDFs from FC Library Databases. DE will follow-up with

librarians for guidance

3. **Campus Technology Committee update**
    - In Toni's absence, Darnell shared that the upcoming Microsoft multi-factor authentication (MFA) transition was discussed, with implementation anticipated in December
    - The proposed integration of an AI auto-responder tool in Outlook was not approved
4. **Title 5 Changes (mostly removal of "either synchronously or asynchronously")**
    - Proposed changes primarily involve removing the phrase "either synchronously or asynchronously" from existing language
    - Online modality descriptions may also be revised, with hopes that the State Chancellor's Office will provide clearer definitions
5. **Letter to online students**
    - A request was made to develop a specific email for students when they register for an online course
    - The committee discussed whether a separate email is necessary, since many in-person courses also use Canvas and the information could benefit all students. A general letter is currently sent to registered students and already includes some online course information
    - Suggestions for improving communication included a more visually appealing, newsletter-style format with clearer headings and organized sections. However, formatting options may be limited by Banner
    - Additional information to consider including:
        - Waitlist information and instructions
        - A reminder to log in on the first day of class
        - Technology support resources
        - Information about the laptop loan program
    - Follow-up will be provided regarding available options for updating communication.
6. **Online Course Survey RSI revision feedback**
    - Reviewed the revised RSI survey in New Quizzes and discussed ways to make the questions more flexible to reflect the different ways instructors may meet RSI requirements, such as announcements, module pages, and weekly introductory videos
    - Suggested revisions included:
        - Adding additional response options to Question 9 regarding the Student Lounge, including Pronto and pop-up Zoom sessions
        - Revising Question 10 to request one example instead of two
        - Providing both positive and negative examples within each question to clarify expectations
    - It was recommended that instructors use a standard encouraging comment when following up with students who have not completed discussions or assignments to help document instructor-student interaction
    - Additional faculty training was identified as a need, particularly regarding substantive announcements,

Student Interaction Reports, and Canvas rubrics

7. **Accreditation planning**
    - The committee discussed possible approaches to implementing an RSI review process, including course self-assessments, faculty training, and identifying evidence of regular and substantive interaction. Examples include announcements, grade feedback, discussion boards, and communication plans
    - It was recommended that the revised online course survey and related faculty training be completed before any course auditing takes place
    - The next accreditation visit is scheduled for 2031, allowing time to develop and implement the review process
    - The group's recommendations will be shared with the Accreditation Committee
8. **Cidi Labs Design Transformation Wizard tool and new DesignPLUS training course available 10/27**
    - A demonstration of the Design Transformation Wizard was provided
    - The new DesignPLUS training course became available on October 27
9. **Schedule November meeting**
    - The next meeting will be held Tuesday, December 1, 2026, at 2:00 PM

Meeting adjourned: 3:07 PM

Next meeting: December 1st, 2026