



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT DISTANCE EDUCATION COORDINATION COUNCIL

**AGENDA**  
**FEBRUARY 13, 2025 2:00 PM**

The distance education coordination council (DECC) has the charge to develop guidelines and recommendations to the colleges regarding distance education issues. This committee shall have the added responsibility of coordinating district support for distance education offered at Valley college and Crafton hills college. All programs offered in the district through distance learning shall be a part of one of the two colleges with the appropriate review and evaluation by the academic senate and the discipline being offered.

### MEMBERS

**Cherishea Coats**, Sara Butler, Brandice Mello, **Cynthia Hamlett**, TL Brink, **Andy Chang**, **Rania Hamdy**, ~~Davena Burns-Peters~~, **Stephanie Lewis**, Kashaunda Harris, Luke Bixler, **Ilaria Henein**, **Nori Sogomonian**

**Guests: Karla Bonnet, Marcela Navarro**

### MINUTES APPROVAL

## Crafton Hills Updates

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>DEP is working on items with Kristi Simonson, CHC web developer. Working on how to link faculty profiles to the class schedule to show who the faculty are.</li> <li>Online programs, DE pathways, page is live on Crafton's website. Shella Scott has been working on this for quite some time. All courses that are available online will be in one location for online learnings to view.</li> <li>POCR team at CHC has added 4 new members, total of 14. Once they get going they will be able to do more reviews. All 3 courses that went through POCR review to get local POCR certified passed inspection. Cannot make a formal announcement yet. Waiting on an official email from Mariana of CVC.</li> </ul>

## Valley College Updates

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>Nori introduced herself as the new interim DE lead for SBVC.</li> <li>Gave a shoutout regarding Cynthia's videos she created regarding equity and accessibility.</li> <li>DE refresh is under way. Level One training has begun for the 4-week training.</li> <li>Getting the lay of the land at this time.</li> </ul>

## District Distance Education Updates

TOPIC	DISCUSSION
Tools	<ul style="list-style-type: none"> <li><a href="#">Khanmigo</a> <ul style="list-style-type: none"> <li>This has been turned on at the end of the fall term.</li> <li>There was a training facilitated during the past flex day. The recording is available in the Faculty Resources course.</li> <li>This is available in the development shells area.</li> </ul> </li> <li><a href="#">Turnitin Draft Coach</a> <ul style="list-style-type: none"> <li>Students can now submit their drafts through Turnitin to see what the report would look like to get recommended changes prior to submitting it officially for a grade.</li> <li>Can be access on their end when they log into Office 365 Word.</li> <li>Stephanie asked if there is the expectation for all faculty to use Canvas for online courses. At this time, this is still not mandatory to be used for online courses but there are whispers. Faculty are encouraged to use it considering, even for face-to-face, especially regarding students familiarity. It poses an inconsistency.</li> </ul> </li> </ul>
Updates	<ul style="list-style-type: none"> <li></li> </ul>
Canvas Updates	<ul style="list-style-type: none"> <li><a href="#">Discussions- Multiple Due Dates</a> <ul style="list-style-type: none"> <li><a href="#">Discussion Concerns</a></li> <li>This has been turned off because there were issues with this. The recommendation to work with Harmonize as an alternative.</li> </ul> </li> </ul>
Training	<ul style="list-style-type: none"> <li><a href="#">DE Trainings</a> <ul style="list-style-type: none"> <li>Friendly reminder of the trainings coming up</li> </ul> </li> <li>Zoom Retention <ul style="list-style-type: none"> <li>Presented this on the flex day</li> <li>This is a policy sent down by the state. By October of this year, past recordings will be purged. DE recommending to house the videos in OneDrive and use 3Cmedia or Studio for streaming for students. Trainings will be every other Thursday for 2 meetings, one in the morning and another in the afternoon.</li> <li>Rania said most faculty don't know about this. DE is trying desperately to get this information out there.</li> <li>There is a Zoom DE information on the website. No recordings in place yet.</li> </ul> </li> <li>CVC@ONE <a href="#">AI Series Webinars</a></li> </ul>

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>○ The facilitators for these AI webinars are fantastic and really help out the faculty regarding how to implement it in their classes and best practices.</li> <li>• <a href="#">Web Document training</a> <ul style="list-style-type: none"> <li>○ This training is free and allows people to sign up for a cohort.</li> <li>○ Cynthia mentioned that this would be great for POOR.</li> </ul> </li> </ul>

## Discussion Topics

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> <li>• <b>Access to all department courses cont.</b> <ul style="list-style-type: none"> <li>○ HR guests were brought into the discussion regarding this: Karla Bonnet and Marcela Navarro</li> <li>○ Having admins only have access during evaluations truly removes the flexibility to “visit” online courses similar to an in person class.</li> <li>○ This allows the opportunity so deans have permissions to enter Canvas courses when there are issues or situations.</li> <li>○ Karla asked if there are official rules regarding this. Honestly, this has just been an unofficial policy. It has been more in good faith.</li> <li>○ It is a process that deans have to ask the District DE team to ask for access when a student approaches the department. This is to alleviate workload and to give the dean the flexibility they need to be there for students and to check on classes. This will also assist instructors that T.L. mentions.</li> <li>○ It was brought up that while this is a legitimate approach, this needs to be looked over in the collective bargaining agreement. <ul style="list-style-type: none"> <li>▪ There is silence on this matter in the agreement</li> </ul> </li> <li>○ A worry was brought up by Rania that when managers have free reign, full access, faculty don’t know when they are in and out of their Canvas shells. It is a worry that intention will not always be benevolent and that faculty need to allow managers in without managers having the ability to just enter.</li> <li>○ Stephanie made a point that instructors are not given a “heads up” when managers enter into the class.</li> <li>○ Rania mentioned that if this was brought to academic senate it would not be accepted. Brought up that admin are going to be able to post announcements, etc. However, this has not been stated in regards to permissions.</li> <li>○ Karla stated that this is management rights. She also mentioned that the concern of participating from the managers in the online courses is not the permission being requested. Evaluation processes are what protect faculty. Managers should be in touch with their faculty and what they are doing even outside of evaluation. The contract and due process are what protect faculty. The tools necessary for the managers to perform their job should not be limited because of the one that might abuse; HR would need to deal with the one that is abusing that right.</li> <li>○ Rania asked if the contract could reflect that Canvas shells are opened up; Karla mentioned that this is not a negotiable item and this is within</li> </ul> </li> </ul>

TOPIC	DISCUSSION
	<p>the managers rights. Rania asked if we could create a best practices list for how managers should act in these courses. It would not be a policy.</p> <ul style="list-style-type: none"> <li>○ Asked if DE could create a separate Canvas permission that would grant only read only access for managers.</li> <li>○ Rania asked if a list could be provided to show what colleges are allowing this and how they do it and if it is helpful.</li> <li>○ Asked for clarification if faculty are always notified. Most cases they are but there are those small instances where the instructor is not due to a serious situation. Ilaria, the DE System Admin, will notify the DE department if a role with read only access can be granted.</li> </ul>
	<ul style="list-style-type: none"> <li>• <a href="#">Ally</a> <ul style="list-style-type: none"> <li>○ When Covid hit, Ally was available for the district for a short time. It was approved to not continue with the product prior.</li> <li>○ Had a request to look into this product.</li> <li>○ This tool is an accessibility tool to allow our students able to make any of the content within Canvas accessible.</li> <li>○ The challenge with this is that there are already 3 accessibility tools in Canvas: UDOIT, PopeTech, and built in Canvas accessibility checker.</li> <li>○ No real justification to purchase this considering what is already available.</li> <li>○ Ally puts more of the power for students in terms of them using the tool and no real push for faculty to fix the issues in their course.</li> <li>○ T.L. asked if the 116 colleges could fund the use of Ally for the SAS departments at all campuses.</li> <li>○ This request came from SAS at CHC. DE reached out if there was a specific reason for the tool. However, there has not been a response, yet.</li> <li>○ Recommended to reach back out to SAS leaders about this.</li> </ul> </li> </ul>

Next Meeting: March 13, 2025