



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT DISTANCE EDUCATION COORDINATION COUNCIL

MINUTES
APRIL 10, 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

MINUTES APPROVAL

Approved By: Cynthia Hamlett
Seconded By: TL Brink

Crafton Hills Updates

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> Working on revamping RSI statement that is one of the things ACCJC probably wants to see. Would like to see it completed by the end of the semester. Revamping online campus pages, the student facing ones and the online teaching pages. Local POCC certified, there are some faculty doing the soft launch, but having requirements set for the modules, makes it impossible for visitors of the course to see anything. They would need to be entered as a student to see everything. DEP committee is working to gather evidence for the ACCJC standards.

Valley College Updates

TOPIC	DISCUSSION
	<ul style="list-style-type: none"> Main project has been for area 2.6 of the accreditation for ACCJC. The committee decided they were going to distribute a survey of sorts. It is in the works. It is for faculty to reflect on how they are incorporating the types of

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	<p>instructor or student interaction they are using in their classes. It is sort of a checklist at this stage.</p> <ul style="list-style-type: none"> • Finishing level 1 for this semester. There is also a level 1, 4 week session for the summer. • DE Lead position is open for the next year. The new DE Lead will be announced soon.

District Distance Education Updates

TOPIC	DISCUSSION
Tools	<ul style="list-style-type: none"> •
Updates	<ul style="list-style-type: none"> • AI CoP <ul style="list-style-type: none"> ○ Cherishea was able to attend this with the next class being the last. ○ Reached out to the PD leads to get together to talk about this and is planning to reach out to the DE Leads as well. ○ Focusing on the community of practice and how to establish best practices. • STAC Additions <ul style="list-style-type: none"> ○ CidiLabs (DesignPLUS, UDOIT Advantage, TidyUP) ○ Honorlock <ul style="list-style-type: none"> ▪ Hopefully to get some special discounts since the district has already purchased these. • STAC Removal <ul style="list-style-type: none"> ○ TimelyCare ○ Turnitin
Canvas Updates	
Training	<ul style="list-style-type: none"> • DE Trainings • Zoom Retention one on one <ul style="list-style-type: none"> ○ DE Team shows a step by step on how to download videos and upload them • CVC@ONE AI Series Webinars • Web Document training <ul style="list-style-type: none"> ○ Offering cohorts for April and May to do these trainings

Discussion Topics

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	<ul style="list-style-type: none"> • Manager access to all department courses cont. <ul style="list-style-type: none"> ○ Karla Bonnet and Marcella were guests for this meeting ○ Direction is to allow for managers access to Canvas courses upfront and moving forward. The logistics and training are not set up yet, but will be. ○ The intention is that it will be a form for those managers to request access and then training to be involved to ensure the managers are aware of what to do in Canvas.

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	<ul style="list-style-type: none"> ○ Rania asked if there will be a disclaimer on the form saying that managers are aware that this is used for support and not used in the evaluation process. ○ Karla did disagree since it would not be transparent to say that this will not be used for evaluation because there will be times where issues are brought up outside of the evaluation period and to say that this instant will not be used, would not be correct. ○ This will not be applied for the chairs. This is only for managers. ○ Cherishea displayed what the form looks like. It does not need to be submitted per class. One time is fine to cover all courses in that department. ○ Rania recommended that the walkthrough/training should not be optional. ○ Change 7 from "Please specify which course(s)" to "Please specify which section(s)" ○ Rania asked if it can be brought up every semester/year to see if it works, which Stephanie agreed since this is something that should always be done with big projects. ○ Rania also asked for refresher trainings to be updated. ○ Ilaria did recheck the restrictions. Prior she said everything would be read only, but found that quizzes can be changed. This will need to be highlighted in the training. Unfortunately, the role creation has limitations within the system. That quiz editing feature cannot be turned off. ○ Change wording of "walkthrough" to "training" ○ Karla did mention that there are some complications when it comes to managers teaching and training that is tied to union. It is a negotiable item that is brought up each year.
	<ul style="list-style-type: none"> ● Study Fetch <ul style="list-style-type: none"> ○ This is an AI study tool for the students. ○ It was a request for DE to look into this product by Keith. ○ The price for this with one campus is \$149,555/year with multi year options. <ul style="list-style-type: none"> ▪ For district, it is \$227,634/year ▪ Per user, \$48/user/year ○ Cynthia will pass on this information.
	<ul style="list-style-type: none"> ● Pronto Suite <ul style="list-style-type: none"> ○ This one will be tabled since there is a clarification needed for pricing.
	<ul style="list-style-type: none"> ● Sensus Access <ul style="list-style-type: none"> ○ Purchasing in lieu of sensus access? ○ This would convert word docs and only 5 campuses were using it so the cost was not worth it.
	<ul style="list-style-type: none"> ● Ally <ul style="list-style-type: none"> ○ Moreso on the students to "fix" the accessibility issues on their end.
	<ul style="list-style-type: none"> ● Yuja <ul style="list-style-type: none"> ○ This tool looks like this will be the tool to help all communities at the district.

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	<ul style="list-style-type: none"> ○ There is also a plug in to use outside of Canvas to ensure the new accessibility requirements are met. ○ A demo can be done so Cherishea will reach out for it. ○ This product looks to be a one stop shop whereas most products only do a portion of it.

Next Meeting: May 8, 2025