



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT DISTANCE EDUCATION COORDINATION COUNCIL

MINUTES
SEPTEMBER 11, 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, Stephanie Lewis, Luke Bixler, Ilaria Henein, Nori Sogomonian, Sheri Lillard

MINUTES APPROVAL

Approved By: Cynthia Hamlett
Seconded By: Stephanie Lewis

Crafton Hills Updates

TOPIC	DISCUSSION
	• Cynthia is now the Interim Distance Education Director at CHC, and Nick is the Interim Associate Dean of Instructional Support Services. This is not something at SBVC despite advocacy. • DEP had its first meeting; working on the charge, norms, and membership list. • Campus policy creation in DEP covering the DE refresh course. To require faculty to do this every semester during in-service or to complete one of the @ONE courses instead. This needs to go through Academic Senate once DEP provides a recommendation. • CVC enrollments: 38 students from other campuses taking courses at CHC. Approximately 25% fewer students from CHC are leaving for other colleges. • DE Course Evaluation Resources Shell: this is a guide for deans, department heads, and faculty reviewers. Deans are going to take care of sending that info out now. • OER grant funds will be allocated for POER stipends. \$1000 stipend for faculty wanting to be POER badged. \$750 stipend for reviewers. Only 5 courses are approved to have the stipend, as faculty go through to be badged. • DE Certification will happen October 20th through November 21st

TOPIC	DISCUSSION
	• Possibly running an instance of 10-10-10: Communication That Matters as well

Valley College Updates

TOPIC	DISCUSSION
	• Offering 3 DE Level 1 Trainings this semester: 4-week session going from September 8th through October 5th, 8-week session from October 13th through December 14th, and 4-week session over winter break from December 15th through January 11th. • 20 people are enrolled in the 4-week session currently • Sheri is making updates to the DE Level 1 Course since they were designed in 2021 • Asked about badging ◦ Badgr/Credentials no longer offers the free service, but we do have an agreement with Accredible at the moment. However, only for 2000 badges. This is also on the agenda for later. • Sheri is working on creating certificates for faculty. • Heavy lifting this semester is around RSI. Just had the first DE meeting of the semester. Trying to figure out how to document it once they know what their local standard is. • Mentioned making sure courses and pages comply with accessibility standards. The District DE has numerous resources and trainings regarding this. Valley will advertise this. • Valley's refresher training is to offer a single session during adjunct orientation and in-service. There is already a policy in place, but it needs to bring it up to DE committee as a reminder and working with HR to clean up the list of who is still at the district or not.

District Distance Education Updates

TOPIC	DISCUSSION
Tools	• UDOIT Alternative Formats ◦ This is not turned on yet. It allows students to export their content as a PDF, HTML, MP3, EPUB, or even just standard text. ◦ Storage is an important aspect that needs to be considered. It adds to the storage of the course. If multiple people request the same export, it will not keep multiplying the files. It is smart enough to realize it is already available. ◦ Take into consideration what versions or formats the instructors want. ◦ Recommendations are asked from the committee to see if it should be turned on for all, with limitations, etc. ◦ Sheri asked if accessibility would still be a worry or would the instructor would still be held responsible. ▪ Tests will be run on this to consider.

TOPIC	DISCUSSION
	• Honorlock ○ With the growing concern about AI, there is a worry about Chrome/browser extensions. ○ Reported to Honorlock about an extension that would invade the Canvas quizzes and provide answers. Honorlock shutdown extensions. ○ Sheri asked about Proctorio to see if students could bypass the settings. However, we do not use Proctorio anymore. Honorlock replaced this. Cherishea mentioned that instructors need to reach out to us so we can see what is going on and what we can report to Honorlock. Helpdesk@sbccd.edu is the best, so we can advocate for instructors! ○ Discussion centered around equitable grading standards and authentic assessments to combat AI and to avoid proctoring systems due to these assessment shifts. The CVC OEI Rubric will include a section about AI Policy. Hopefully, enough progress to launch in Spring. • Nectir AI ○ Extending the pilot again from the Chancellor's Office. Cherishea signed up again since it is a first-come, first-served basis, just so everyone has access. ○ Cynthia wanted to sign up but was denied because they want actual students in the course. ○ Nectir AI can be used as a Writing Coach Assistant to help students. ○ Stephanie mentioned the eCampus News and that she would share that email with the group since the discussion shifted to how we implement AI technology in the classes without replacing the instructor involvement. It should be this supplemental approach.
Updates	• ACMM ○ This has been put on hold. Possibly because of the ERP project, because there is that transition happening, and due to a lot of the customizations created in our system, there is a challenge to this. • Manager Access ○ We do not have access to 3rd party tools. What does that mean for deans coming in and seeing the RSI requirements? ○ Stephanie brought up that instructors should use Canvas no matter the format so students can count on a space to go to see their grades and feedback. ▪ Brought up an example of an outside student taking a course and trying to navigate. The student tried to get help from the instructor, but it was dismissive. The syllabus was even out of date (2022 for a 2025 course). The student had to use a third-party tool that was not easily linked to Canvas. She explored with the student and saw these issues firsthand. ▪ Accountability needs to be in place! ▪ There needs to be a policy in place that clearly states that Canvas is the LMS used for these online courses. • PlayPosit Migration ○ LTI needs to be upgraded to 1.3. It will be called WeVideo. ○ Was recommended to do the beginning of December, but Cherishea was able to extend it so that it will be done later and will not disrupt courses. The update is set for December 22nd.

TOPIC	DISCUSSION
Canvas Updates	• Canvas Credentials. ○ No longer offering for free. ○ We have Accredible, but it is not being used to its fullest. ○ Cynthia is planning on using it. ○ Sheri was recommended to send over a help desk ticket to watch the demo and work through that first before getting access. • Duplicate Notifications ○ Another reminder for this, since faculty are still mentioning this, but they need to update their notification settings. ○ Cynthia wants a video to be created on how to update these notification settings since the written steps may not be helping. • Canvas IgniteAI Tools ○ There is now a partnership with AI, which means that discussions in the future need to happen to decide what tools to enable and not for our faculty. ○ AI will be integrated heavily in Canvas ○ Recommendation to check out these tools when everyone has a chance so we can discuss in the future. ○ DECC can come up with a chart to show what it is and if we have it enabled or not. ○ AI Discussion Summary is currently available in Canvas, but it is not turned on. ○ Smart Search is a tool that is on and used in the courses. ○ Inbox Translation that Canvas is enabling as well. It was turned off by Canvas to work out any of the kinks with this feature.
Training	• Fall 2025 Training Schedule ○ If there is a need or a tool that others would like us to present on, please let us know! ○ We send this out every semester. Stephanie requested it to be sent to Deans as well. • Zoom Retention and drop in appt ○ October 2nd is coming up! We have a video, chart, written directions, and trainings. • CVC@ONE AI Series Webinars ○ Excellent webinars on AI usage. • Web Document training

Discussion Topics

TOPIC	DISCUSSION
	• Yuja ○ Brought up because we have new people in our committee. Please take the time to take a peek on this so we can discuss future recommendations and a push for this.
	• Peer Evaluation Discussion ○ Currently in the process of adding evaluators to courses.

TOPIC	DISCUSSION
	○ One issue that we run into is the setting for discussion boards, where students have to reply in order to see responses. This setting is applied to evaluators as well so they are not able to see responses. ○ Cynthia asked if this is an issue with ACCJC, but that is not the case because of the created role for them. ○ Sheri mentioned that this may not be necessary for evaluators. ○ However, this will be tabled to discuss later since there needs to be an agreement between both campuses.
	• Requirement to use Canvas for online courses across the District ○ This will be tabled for later since this needs to be applied for both campuses to better support our students.

Next Meeting: October 9, 2025