



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT DISTANCE EDUCATION COORDINATION COUNCIL

MINUTES
OCTOBER 09, 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

Crafton Hills Updates

TOPIC	DISCUSSION
	• Working on the DE faculty survey. It was taken to Academic Senate and the suggestions were returned to DEP. DEP made some additional suggestions and it is planned to be discussed at the next Academic Senate. The hope is to release the survey by the end of the month. • Starting this coming Monday, the 10-10-10 course will be offered with a huge focus on RSI. Valley participants can attend as well. This course is from @ONE. It is the newer version that includes AI facilitated assignments. It is up to date and including the CHC information as opposed to CVC. • Breanna Brighton is the first POQR badged instructor for 2025-2026. • Cynthia is working on the POQR rubric for the state. Cannot discuss or share the rubric with everyone, but with this new rubric, it is supposed to be released in the middle of spring; accessibility has gone from being section D, to no section at all. It will be identified as section 0 (zero). This means that before the review proper takes place, the faculty needs to have run their accessibility report and working on those issues while the rest of the review takes place. ○ Those that have already been badged will need to go back and update their courses to align with the new updates in the POQR rubric: AI, accessibility, etc.

Valley College Updates

TOPIC	DISCUSSION
	- Local DE committee did create a RSI policy that will be used for accreditation. It is making its way to the college council next week and then the president's council the following week. Once this happens, then the trainings can occur regarding RSI. - As opposed to looking at office hours to focus on this, looking at small department groups to tackle this: what they are already doing and what can they tweak. - Established a checklist on how to tackle this and it will be brought up to the committee for approval. - Local DE committee put out a new DE addendum for curriculum. Had second read at Curriculum Committee last Monday. Will be active in Spring. - Also made an emergency addendum that was based on this regular DE addendum. Looking to be approved by early November with the intention of it being active in Spring. - Working on accessibility push and trainings. Sheri is doing a presentation at Academic Senate.

District Distance Education Updates

TOPIC	DISCUSSION
Tools	UDOIT Alternative Formats (Update) - There were additional questions about accessibility regarding conversion. It does convert based on the accessibility of the original document and will give a warning if there needs to be updates on the accessibility. - There is an issue with the new files page's UI in Canvas. The UDOIT system did not update with the new files UI from Canvas. Researching Alternative Quizzing options - There has been quite a few request for new quizzing alternatives especially with math. - Goal is to send out a survey to the campuses to get everyone's opinion on what they are looking for with these quizzes. Will send out the survey and then after schedule a demo for them. Atomic Jolt - Has more of a universal approach so it meets everyone's needs. WirisQuizzes ReadyGo - For the RSI needs, allows for monitoring of courses. This is not a faculty focused tool. - Cherishea asked Cynthia who from Crafton would need to be a part of this. Mentioned Sara and T.L. - Valley already has their people to participate: Sheri and Leticia. Pronto RSI Reporting

TOPIC	DISCUSSION
	○ Only relevant if you are using Pronto. It shows reports regarding the interaction within Pronto. It does not involve anything within Canvas. This can be turned on now.
Updates	• Evaluations ○ In the swing of evaluations right now. If peer evaluators want to be removed earlier, they can send a help desk ticket to get removed. ▪ The extended time frame is because evaluators were granted 2 weeks, but we had quite a few requests saying they were not done. ○ Faculty do not know how to request evaluators for the course. Cynthia asked for better communication with this. However, this link is given to the leads at the campuses (Sara and Davena) and it is supposed to be given to the deans. The deans are then supposed to give this information to the faculty members during their initial meeting. District DE does not give this link to each instructor. District DE is just given the list of courses to add to Watermark. • DesignPlus Legacy Tool Bar ○ At the end of this year, there will no longer be updates for the legacy tool bar. So if there are issues or bugs, they will no longer be fixed with the legacy (older) tool bar. • POCR Anonymous Role ○ Asked if Valley needs an anonymous role for POCR. Sheri mentioned that at this moment, Valley is not working towards POCR certification at this moment. ○ Cherishea mentioned that the role is created and asked Cynthia to review it and let her know if anything needs to be corrected or changed. • Canvas Support ○ Our Canvas Support is redirecting to our Help Desk. It should not be this go around process since it needs to be streamlined. If Canvas cannot answer, they are supposed to automatically push it towards us. • <u>Notifications Video</u> ○ Quick video on how to update notifications in Canvas. ○ https://www.canva.com/design/DAG1Ty2WVdU/W07hA6Rc6leE5BddiKfCVw/watch?utm_content=DAG1Ty2WVdU&utm_campaign=designshare&utm_medium=link2&utm_source=uniqueLinks&utlId=h2e4283b197
Canvas Updates	• Canvas Ideas (on hold) ○ Currently, it looks like they are going in a different direction. Focusing primarily on AI tool features. • UX Bug Reports ○ Canvas is working on how reporting is happening and the workflow of tickets. • <u>Smart Search UI</u> ○ Updates made to the interface with Canvas Smart Search. There is now a filter option. ○ Available in settings under the navigation tab. This is available for students to use as well. • <u>Redesigned Files Page</u>

TOPIC	DISCUSSION
	○ By default, the files page has updated to a newer UI. You can still toggle to the classic version/look of the files page. • Dyslexia Friendly Font ○ Under Canvas Account, anyone can toggle this feature on to assist those who have dyslexia. ○ Select settings and then under features, it can be turned on.
Training	• Fall 2025 Training Schedule • CVC@ONE Webinars • Web Document training

Discussion Topics

TOPIC	DISCUSSION
	• Pronto ○ Pronouns ▪ Has the availability to customize pronouns, but this feature is not available in Canvas still. We did have discussions on pronouns in Canvas, but they did not have a true customization feature. ▪ This has not been enabled. Wanted to get opinions from the committee before moving forward. ▪ Sheri asked if Zoom already has this pronoun option and asked if there is a way for the admins to monitor every students' accounts. ▪ Cynthia mentioned giving a list of pronouns that is compared to what Canvas offers. ○ Video ▪ Students are able to video conference with each other in Pronto. The concern comes from the fact that minors have access to this. Wanted to bring up to DECC considering that faculty are mandatory reporters and that dual enrolled students may need more protection. ▪ Nori mentioned that is used for group work. ▪ Cynthia agreed that it should not be stopped because of the possibility. ▪ Cherishea agreed and said we will just keep a lookout.
	• Peer Evaluation role ○ Issue with the setting within Canvas discussions where the students need to reply before seeing other posts. This also means that evaluators cannot see the posts when they are added into the course. ○ There is not an easy workaround, but if we create a new role, it would give them quite a bit power. ○ Sara said that other districts allowed the instructors to have the highest power possible to view everything. Stated that as long as dean can see the gradebook, that is fine, but that there should be trust that all faculty should have the power and no worry of them accidentally messing something up in the course. ○ There have been issues in the past where people added to courses have changed items by accident.

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	○ Sheri believes that there needs to be an alignment between what a F2F and an online evaluator see. For instance, a F2F does not see the gradebook, which means an online should not have that access. ○ Instructor can uncheck the box for past discussions for evaluators to see since they are closed assignments. ○ Sara mentioned a workaround of the observer posting in a current discussion to see the posts. Sheri said that evaluators should not be participating. T.L. was in agreement, but did emphasize the importance of discussion boards in relation to RSI. ○ Sara stated that there will not be agreement on this so these suggestions will be taken back to the Crafton team. Sheri did suggest taking this to the union as well.
	● Canvas Use Requirement ○ This is Student Senate driven at Crafton. They wrote a letter and brought it up to DEP. DEP gave some suggestions. They are going to work in adding these suggestions to the letter and will need to go back out for signatures then it can be brought up to Academic Senate. ○ Not many are using other LMS or programs as opposed to Canvas, but there are some using them since the pandemic. This does pose as an issue for those who are taking a course through the CVC exchange. ○ Crafton is pushing to have Canvas being the only LMS used for online courses. ○ Cynthia mentioned that there are no Instructional Designers. However, this is in the District DE positions job description. This is something that is being updated. ▪ Cynthia mentioned that we are very busy, BUT this is a part of our job. Additionally, there is push back from some faculty despite the fact that this is our job.
	● District DE Campus Communication ○ We find often that our District DE communication is not being disseminated despite emails, Canvas notifications, and committee presentations. Asking for suggestions. ○ Sheri said she had forgotten that District DE did trainings prior to coming into this DE lead. Wondered if the message should come from the campus and not just the district. Asked if we can reach out to the DE leads who will in turn post this information. Sheri said that the workshop times are not good. ○ Cynthia mentioned that the DE Faculty Survey may provide some information for District DE to work with. ▪ Also mentioned that maybe have Kashaunda and Cynthia be the go-tos for District DE information.
	● Faculty Portal ○ Stephanie brought up that there was a discussion prior about the creation of a faculty portal where instructors can add syllabi and textbooks for the courses. Asking Andy and Luke if there are any updates. ○ This was discussed last year in DEP. Nothing was fully resolved regarding this, though. However, some of this information can be added to the eschedule. It can be a partial solution.

TOPIC	DISCUSSION
	○ Luke mentioned that the ZTC/OER courses need to be reported to the state currently. Looking at CourseDog for this reporting. ▪ Said that he will take that down as a note and follow up with the team. Mentioned the possibility of SharePoint.

Next Meeting: November 13, 2025