



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT DISTANCE EDUCATION COORDINATION COUNCIL

MINUTES
NOVEMBER 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 Handy, Stephanie Lewis, Luke Bixler, Ilaria Henein, Nori Sogomonian, Sheri Lillard, Nick Reichert

MINUTES APPROVAL

Approved By: Stephanie Lewis
Seconded By: Cynthia Hamlett

Crafton Hills Updates

TOPIC	DISCUSSION
	• DEP finalized the revised RSI statement and will now be sent over to Academic Senate for approval. • DEP is working on the proposal for training refresh certification. That will probably not go to Academic Senate until after the break. • CHC has gotten the approval to use an external consultant for an RSI course sampling project named Sheri Miraglia from Community College of San Francisco. This will be done in February and the project will review the syllabus, course announcements, office hour practices, instructor-student participation and discussions, as well as the type and amount of feedback provided to students via the gradebook. ○ Keith talked to Leticia about this so it may come to Valley, but unsure if that will be the case. ○ Nick asked what rubric she will be using and it is Cynthia's understanding that it will be the ACCJC pilot rubric. • Mentioning that CHC tried to do a second attempt to get the ACMM in place to fall in line with Title II standards and was denied. ○ Large worry that SBCCD will not be up to standards. ○ Now SBCCD is paying an external consultant to do this as opposed to going with the free ACMM cohort that is being offered by the CCCC.

Valley College Updates

TOPIC	DISCUSSION
	• Sheri said that Gil is pushing hard for ACMM with Valley. She also talked to Kristina and that this was all promising and not being denied. She will follow up with Valley to see what is happening. • Sheri heard about the consultant after Valley created a plan. It is being built into the DE Level 2 Training using ReadyGo software. Hopefully, the DE Committee at Valley will be trained in January on the ReadyGo software, but there has not been an agreement to implement it or funding allocated for it. There are no specific funds allocated for ReadyGo this fiscal year since the pilot is not free. Cherishea should have an update in December about this being forward or not. ○ Sheri said that there are tons of money in reserve at the District, and what can be done to push for these monies to be used since she mentioned that there are millions and millions of dollars in reserve to fund this. ○ Andy mentioned that it will be taken into consideration based on the budget development allocation. If it needs to be increased, then Luke would have to work with Jorge or Jose to increase of budget for this fiscal year. ○ The price of doing this pilot for the full year is looking to be approximately \$20,000 in addition to onboarding. • There is a faculty checklist that the DE Committee has already approved that will be available in an offline fillable PDF format as well as Microsoft Forms format for feedback so faculty who want to get feedback on RSI will get this after they go through this checklist.

District Distance Education Updates

TOPIC	DISCUSSION
Tools	•
Updates	•
Canvas Updates	•
Training	• Spring 2026 Training Schedule ○ Cherishea asked the committee if there were any suggestions or updates for this training schedule prior to us releasing it. ○ Cynthia mentioned that she and Keith were discussing a way to remediate their accessibility in the online courses. There is a module based on accessibility in the DE certification course, but it is still not being implemented in the courses. As such, there is a plan to have a workshop hosted at the beginning of spring to have faculty come in and work on fixing these issues directly using UDOIT. Cynthia is willing to work with District DE on this since this falls in line with District DE duties. ○ Sheri said that she is doing her own accessibility without the District DE involving UDOIT as well as an RSI 2-hour training.

TOPIC	DISCUSSION
	▪ Sheri mentioned that when District DE talks with Keenan, we (District DE) do not overlap with what Sheri is doing.

Discussion Topics

TOPIC	DISCUSSION
	• eBooks and OER accessibility ○ States that the web developers have already been on board with ensuring accessibility in their areas, but now it is being branched out to everyone else. ○ The focus on this is primarily on eBooks and OERs. ○ These books need to be accessible for all students. Sheri is asking who and how are eBooks determined accessible? ○ She wants something in place for faculty to be notified that these resources are not accessible and need to be fixed. ○ Sheri states that if an eBook is in a PDF format, it should not be transformed in a webpage. The PDF should be accessible. ▪ Side note: UDOIT easily converts PDFs in Canvas pages. PDFs are not an accessible tool and are very complicated to make accessible. ○ Sheri wants access to PopeTech Dashboard to scan other websites and transform the accessibility of those websites. However, this may not be how PopeTech works. ○ It is an additional cost and Sheri was not aware that it cost money. ○ Cherishea will investigate the product and see what is going on with this. ○ LibreText and OpenStax have accessibility reports on their sites based on the available eBooks there. ○ Sheri mentions this all needs to be done soon because adoptions are already taking place in Spring. ○ Question if there is an accessibility tool that the web developers use and recommend reaching out to the web developers directly about this. Matt Kim from SBVC and Kristi Simonson from CHC.

Next Meeting: December 11, 2025