



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT DISTANCE EDUCATION COORDINATION COUNCIL

MINUTES
FEBRUARY 12, 2026 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, Stephanie Lewis, Luke Bixler, Ilaria Henein, Sheri Lillard, Toni Parsons

MINUTES APPROVAL

Approved By: Cynthia Hamlett
Seconded By: T.L. Brink

Crafton Hills Updates

TOPIC	DISCUSSION
RSI (Regular and Substantive Interaction) Statement	Revised statement was presented to Academic Senate with no suggested changes. Will be posted to the CHC website soon and considered finalized.
Accessibility Fellowships	Second cohort launched. Program aims to bring accessibility compliance to online courses incrementally.
DE Certification	Scheduled to begin the following week. Cross-enrollment between CHC and Valley noted as an occasional occurrence.
External Consultant (Sherry Meraglia)	Consultant has received network and Canvas accounts and will begin a random pull of Canvas courses for a mock accreditation review.
DE Program Committee – Website Revamp	Work underway to revamp the online teaching section of CHC's website. Expected to be a semester-long or longer project, dominating upcoming committee meetings.

Valley College Updates

TOPIC	DISCUSSION
DE Refresher (January)	Approximately 150 faculty participated. A communication plan was added as a new deliverable to establish RSI foundations. This addition has also been incorporated into the regular DE Level 1 course
DE Refresher Mode of Delivery Discussion	- Current model is synchronous (Zoom + Canvas), approximately 2 hours per session. - DE Committee is exploring a transition to a fully asynchronous model (short videos, self-paced modules similar to DE Level 1). - Concern raised about whether partner institutions (e.g., RCC) will accept an asynchronous model for adjunct equivalency. - Sheri will raise the topic at DECO to gauge institutional acceptance standards.
CVC-OEI Spreadsheet (via Cynthia Hamlett)	Ryan Hitch and colleagues are restarting a district-wide spreadsheet cataloging DE certification and refresh requirements per college. May be completed by the end of the semester.
DE Certification Flexible Refresh Options (CHC idea shared by Cynthia)	- Considering options beyond mandatory in-service sessions, including 4-week @ONE courses, POCR courses, or equivalent training, each counted toward a 3-year currency requirement. - Not yet through Academic Senate; still in planning phase.
Refresher Equivalency	Valley has begun granting equivalency for substantive external training. Stricter standards apply for DE Level 1; more flexibility is appropriate for refresher.
RCC Equivalency Survey	Sheri received an in-depth equivalency survey from RCC regarding an adjunct faculty member. Cynthia provided context that RCC's union had pushed back on their own requirements, and the survey is likely informational/benchmarking in nature. Sheri was advised to fill it out without concern.
DE Level 1 Training	4-week session (for Late Start faculty) concludes next week; 8-week session begins immediately after.
DE Level 2 – RSI Mentoring Program	Launching in approximately two weeks. Six faculty have expressed interest. Will be capped based on mentor availability.

District Distance Education Updates

TOPIC	DISCUSSION
Quizzing Tool Survey	- A survey is being developed to gather faculty feedback on quizzing needs, including: course type (async/sync), current tool usage (Canvas Classic vs. New Quizzes, third-party tools), and satisfaction levels. - Toni Trejo Parsons highlighted STEM-specific needs: ability to show student work, math equation support, chemistry/physics notation. These are poorly served by current Canvas tools.

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	• Sheri raised accessibility concerns around equation editors in Word, PDF, and Canvas (LaTeX editor noted as problematic). Mobile accessibility also a priority. • Survey will be distributed to both campuses. Faculty are encouraged to identify tools they are using or have heard of.
Updates	• ReadyGo was successfully deployed before the semester break. • Cynthia and Sherry both have access; initial impressions are positive, though more time is needed to evaluate fully. • Sheri noted urgency to learn ReadyGo before launching DE Level 2. • Cherishea will continue to offer one-on-one support during Tuesday and Wednesday appointment slots.
Accessibility Audit	• A third-party company is currently conducting a comprehensive accessibility audit of district systems and websites. • Results will identify specific areas requiring remediation across campus and web platforms.
Flex Day and Canvas Updates Recap	• Duplicate Canvas Notifications: Faculty with email aliases (added for Zoom/Outlook integration) may receive duplicate notifications. Faculty need to update account notification settings once; primarily affects incoming adjunct faculty. • Zoom Archiving: Zoom recordings will now be purged annually. Guidance on alternative storage locations was shared. • Canvas Gradebook Updates: New visual indicators for hidden grades; scheduled feedback feature added; filter by section now available for cross-listed/merged courses; comment library filter added. • Discussion Checkpoints: Re-enabled after bug fixes. Allows multiple due dates for discussion posts (initial post + peer responses). • New Quizzes: Now supports surveys (previously only available in Classic Quizzes). • Canvas Badges: No longer available. Replacement: Credly is now the district's badging solution. Faculty/staff should submit a request to be set up. • Canvas Smart Search: Available to search course content. • Tool Ecosystem Reminder: Tools include Credly, Conmigo (AI facilitator tool), Design Plus, Tidy Up, Honorlock (proctoring, with a "search and destroy" feature for leaked quiz content), Pronto, Lucidchart, WeVideo (formerly PlayPosit, updated to LTI), Canvas Studio, and Harmonize.
Ignite AI (Canvas AI Features)	• Cherishea presented an overview of Canvas' Ignite AI features, currently available at no additional cost (some features may incur future charges): • Discussion Summaries – Not yet enabled. • AI Search – Available. • AI Translation – Translates announcements/inbox messages into students' preferred language. • AI Rubric Generator – Generates rubrics from assignment content; received strong support from committee. • Discussion Insights – Synthesizes all discussion posts into summary insights. • AI Quiz Generator – Creates full assessments from prompts; confirmed to incur future cost. • Key discussion points:

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	- T.L. Brink asked for clarity on faculty priorities: most faculty feedback has been around academic integrity and responsible AI use, not AI-generated content creation. - Stephanie Lewis and Cynthia Hamlett strongly advocated for enabling the AI Rubric Generator, citing the high time burden of rubric creation as a barrier to use and the potential benefit to students. - Consensus reached to enable select features and monitor usage, paired with faculty training and best practice workshops. - Decision: Cherishea will move forward with enabling specific Ignite AI features (priority: Rubric Generator) and will organize training workshops before or alongside activation.
Upcoming Training Schedule	- Based on a campus survey, upcoming workshops will cover: Canvas Essentials, Communicating in Canvas, Accessibility, Gradebook, Turnitin/AI integrity tools, Design Plus, and Quizzes. - Pronto and Turnitin workshops are also planned in response to faculty requests (Cynthia noted multiple Turnitin training requests from CHC).
State/External Accessibility Training (WebAIM):	- Free accessibility training is available through WebAIM (funded by the Chancellor's Office, \$125 value). - Training covers Word, PDF, headings, alt text, and accessible design. Certificate available upon completion. - Delivered over 4 weeks (~1–2 hours/week); participants have 60 days total to complete. - Adjunct faculty can apply professional development hours. Caution: seats that go unused within the 60-day window may incur a charge if retaken. - Sheri strongly recommended the training; Cherishea sends reminders to faculty and classified staff.

Discussion Topics

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Equidox Licenses	- Equidox (PDF accessibility remediation tool) licenses are being distributed across the district. - License structure: Approximately 6–8 licenses per campus (CHC, Valley, District); concurrent use model (log off when not in use). - Recommended distribution strategy: Assign licenses to shared department email addresses (managed by Cynthia for CHC, Sheri for Valley) to maximize access for faculty needing to remediate their own PDFs. - Specific users identified as needing dedicated licenses: Doug Ferguson (Alternative Media Specialist, CHC), Cynthia Hamlett (CHC DE), Sheri Lillard (Valley DE), web developers. - District licenses: District is unlikely to need its full allocation; excess may be redistributed to campuses. - Next step: Cherishea will finalize license distribution plan with Roger (email/account admin) and coordinate naming conventions with Cynthia and Sheri.

TOPIC	DISCUSSION
Turnitin Clarity – New Writing Integrity Tool	- Cherishea presented a demo of Turnitin Clarity, a new student writing product designed to promote responsible AI use. - Key features: - Students compose essays within the Clarity Editor (cloud-based, auto-save). - AI Writing Assistant: Provides feedback aligned to the assignment rubric and instructions without doing the work for students. Declines requests to rewrite full papers. - Instructor Writing Report: Shows a full replay of the student’s writing process, highlights pasted content (including from AI), and tracks how the student incorporated AI feedback. - Full chat history between student and AI tool is visible to instructors. - Cost: Pilot program available for \$2,000; full tool estimated at \$15,000. - Cynthia and Sheri both expressed strong interest, noting English faculty are “desperate” for an AI-integrity writing solution. - Noted as potentially superior to The Forge (referenced in Chancellor’s Office AI webinar) due to Canvas integration. - Open question: How to ensure students actually compose work within the Clarity editor. - Cherishea’s projected timeline: Fall semester pilot launch to allow adequate training time.
Canva (Tabled)	- Canva has been frequently requested by faculty at CHC. Discussion was tabled due to time constraints. - Accessibility concern noted: Canva and similar design tools (e.g., Adobe Express) do not automatically produce accessible content; reading order and other elements require manual adjustment.
GoReact	
Crosslisting Canvas Courses	
SI/Tutor Roles	
AI Guidance	
EdPuzzle	
Canvas Intelligent Insights	

Action Items

TOPIC	DISCUSSION

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Next Meeting: February 12, 2025