



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT DISTANCE EDUCATION COORDINATION COUNCIL

MINUTES
APRIL 09, 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, Maria Henein, Sheri Lillard, Keenan Giles, Toni Parsons

MINUTES APPROVAL

Approved: Cynthia Hamlett
Seconded By: Stephanie Lewis

Crafton Hills Updates

TOPIC	DISCUSSION
	• DEP will be taking the recertification proposal to Academic Senate next week. Once it has been accepted, Cynthia will bring it to DECC. • DECCO have been working on a new form for the colleges to provide and frequently update DE certification information. Previously, it had been a spreadsheet. It is like a Google Sheet, but anyone with a link would be able to edit. This form would eliminate any accidental changes. ○ The intention with this form is to create homogeneity between the campuses within the region since each district has different requirements for certification. For instance, RCCD does not base it off of hours taken, but rather on viewing the module set-up for a course. This said, the certification process from SBCCD does not translate over to RCCD for those teaching at both campuses. • DEP is continuing to work on the online teaching website revamp. Unfortunately, it has been tabled from previous meetings, but the hope is to change this up soon. • POCR continues to work on the AI policy and privacy and security policy templates for faculty. Creation of an RSI checklist and some other kinds of templates that will be helpful for getting faculty through the process. ○ Hoping for some help from the POCR team with the RSI workshops during the end of the semester and for in-service at the start of fall.

TOPIC	DISCUSSION
	• Accreditation review to occur in Spring 2027. They will be pulling courses from Fall 2026. Templates for syllabi and Canvas integration have been created for faculty to copy and paste. ○ Canvas page created so that they can import from Canvas Commons along with a Canvas module. ○ Cynthia created a micro-course that is called “RSI Glow Up.” • Was asked if the POCR role works for Cynthia and Crafton. Not used yet, but intended to use during the summer. ○ A revised rubric is being put forward soon that should be easier for instructors. The new rubric has equity elements rolled into the requirements.

Valley College Updates

TOPIC	DISCUSSION
	• VPI wanted to have the RSI workshops conducted in person. Sheri is taking charge of these trainings right now. ○ Stephanie stated that these trainings should be at both campuses for everyone to be aware of what is needed and how to implement. This is something that needs to be done proactively and not reactively. • Stephanie brought up a use case with the permissions granted for deans to access courses because this helped a student who had trouble with a class where assignments were not graded for a month, and there was no response from the instructor about this despite the student reaching out multiple times.

District Distance Education Updates

TOPIC	DISCUSSION
Tools	• Quizzing Survey Results ○ 29 people responded to this result across the district...from both campuses. ○ Researching alternate tools to assist faculty with their needs, where both Canvas Quizzes were lacking. ○ Concerns that faculty want kept in mind for an alternate program were seamless migration, SpeedGrader integration, and AI protection ▪ Two tools that were researched are Atomic Jolt and Wiris (MathType). Math Type was discussed, but it pertains primarily to STEM fields only and would not benefit everyone. ▪ Toni mentioned that the focus is on math and science now, since this is the larger need. • Asked if there can be a sandbox element to see what works best for the courses and to play around with it. • Need to have faculty that would be willing to try out these products and to get the backing from the chairs to volunteer utilizing these demos.

TOPIC	DISCUSSION
Updates	• ACMM • Zero Textbook Cost Program (LibreTexts Launch) ○ Recording provided to explore this and to come back with any questions or concerns regarding this.
Canvas Updates	• Customizable Dashboard ○ Currently, this is only accessible for students one. Cannot be used even if you are an instructor and student. ○ Students have the ability to personalize and organize to fit the needs and style of the student. ○ Intention to include instructors as well, but just exploring on the student end first. • Enhanced Accessibility Reporting ○ Canvas has UDOIT is working on enhancing the reporting to create a clean UI. ○ Currently, there are three tools for accessibility within Canvas. This can be a future discussion on whether this is necessary or if only one is enough. • Enhances to Videos in Canvas ○ Video recording in the RCE now has the ability to caption and transcribe. You can select “Course Media” and record in there. ○ Cynthia asked to have these updates sent out. Brandi can bring back the monthly news bites again.
Training	• One on one appointments

Discussion Topics

TOPIC	DISCUSSION
	• Harmonize Audio Descriptions ○ Question regarding YouTube videos. Marcus mentioned that YouTube videos can be uploaded into Harmonize and captions can be created within it. ○ Cynthia asked if this can be used in her courses so she can showcase it. This is tied to account-level accesses/permissions for courses.
	• Turnitin Clarity Pilot ○ Was mentioned that Lauren from the English department at CHC would reach out to Valley to discuss this between the departments at both campuses. The English Departments are interested in this product. ○ This product monitors students’ writing. It tracks how students type and if they are copying/pasting, deleting, etc. It is supposed to be similar to The Forge. ○ Keenan mentioned that he would bring up this topic and discussion with the English Department to reach out to Crafton.
	• GoReact Usage ○ Cherishea mentioned that she would send over the new information for this to Cynthia at the end of the meeting. ○ There are 5000 licenses with only 990 being utilized. There needs to be more usage of this.

TOPIC	DISCUSSION
	○ Cherishea added it to the Faculty Resources Canvas course and advertised it at In-Service.
	● A11 Document Remediation Pilot ○ Remediating documents is not a cheap process, but necessary. ○ Individual is for 1 seat at \$8,000 a year. Team is only for 5 seats at \$14,000 a year. Enterprise is custom seats, but needs to be discussed with sales. ○ This will help instructors remediate their documents through a walk-through process. ○ Offered to provide a 14-day pilot for up to 10 seats; 200 free pages and 30 free minutes of video.
	● Department Dean Roles ○ The challenge right now deals with the limitations regarding to the discussion boards. When instructors create a discussion assignment that limits students' views unless they post a response. Deans cannot access. If this permission is enabled for deans, they will have editing abilities. ○ One suggestion is for faculty to uncheck this box if they are being evaluated. ○ The problem is that if this one aspect is changed, it is a cascade effect that allows a lot more permissions to open. ● SI/Tutor Roles
	● Crosslisting Canvas Courses ○ A few years ago there were changes to FERPA. For instance, students who are finishing an incomplete remain in their original course and would not be added to an active semester. Now, the discussion is on multiple sections for the same course, and keeping students within the sections they signed up for within a cross-listed course. ○ Cherishea made a written process on dealing with cross-listing courses in correlation with FERPA. ○ Mentioned that there would be a blurb for individuals wanting a cross-listed course and the responsibility they are taking on with this. No training needed.
	● Announcements in Canvas ○ Campuses are wanting to use announcements in Canvas. However, there are limitations to ensure that announcements are not inundated within Canvas where it becomes easily overlooked. ○ Cynthia asked if there are limitations on word amounts and if links can be added. ○ A need can be on what should be deemed as valuable for the campuses. Registration time would be a great example to post; whereas club announcements may not be vital. ○ Cherishea mentioned that she can create written guidelines and bring back to the meeting.
	● AI Guidance (tabled)
	● Canva (tabled)

TOPIC	DISCUSSION
	• EdPuzzle (tabled)
	• Canvas Intelligent Insights (tabled)

Next Meeting: May 11, 2026