



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT DISTANCE EDUCATION COORDINATION COUNCIL

MINUTES
MAY 14 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, Keenan Giles, Toni Parsons

MINUTES APPROVAL

Approved By: Cynthia Hamlett
Seconded By: Keenan Giles

Crafton Hills Updates

TOPIC	DISCUSSION
	• Canvas Outage • Sandra Ruiz will now be the new DE Faculty Lead. She facilitates @ONE and is the Head of CIS. ◦ This position will work in tandem with Cynthia's position as the DE Director. ◦ DE Lead will be the AS faculty representative for shared governance and be the faculty voice on DE policies. • Revamping the DE Certification, which Sandra will be taking over. • Recertification Plan went to AS-a very DE-friendly group-and was passed unanimously. It provides quite a few options and does not go outside the CBA. • 8 RSI meetings are scheduled; 6th one happened today. There is a plan to do 3 Zoom and 1 in-person sessions during the summer. ◦ Cynthia's exhaustion is extremely prevalent due to this, but she is chugging along nicely. • Keenan asked about Cynthia's involvement with PD, considering her director (management) position. She does facilitate workshops when needed and will do so for In-Service this Fall.

Valley College Updates

TOPIC	DISCUSSION
	- Keenan's position as the PD Lead will end at the end of the academic year, but he will stay on until the end of June. - PD will be changing to the Faculty Learning and Innovations Committee. It will report directly to AS. - Regarding a new faculty lead for FLIC (PD Lead), no one has put their name forward. - Daveena will be taking over as the DE Lead starting next school year. - Valley will follow suit with Crafton in having a Director of DE.

District Distance Education Updates

TOPIC	DISCUSSION
Tools	
Updates	Zoom Deletion: A reminder was sent out on the 12th since Zoom recordings will be deleted from the past year. Just be mindful of this and the action plan moving forward. It will happen every July 1st.
Canvas Updates	Three Canvas Tiers - This is regarding IgniteAI's features. They were enabled for everyone to test out. - Ilaria did not turn on the features previously, but she has turned them on now for faculty to test. - If people want this feature, they will have to pay for it once the pilot ends. - All CCCs are on the Canvas Core tier, the base tier. - There are some AI features already available for the campuses to use regarding accessibility tools. - Brought up to make everyone aware that this can be discussed in the fall. - Cherishea will look into the pricing packages since she is currently working with them. - If both campuses agree to the AI features, then District can try to cover the cost, but if only one campus is in agreement, then that campus would cover the cost. This is the structure regarding all DE tools. Collaborative Roadmaps - There used to be an area where you could submit ideas or suggestions for Canvas. - This has been revamped to be the Collaborative Roadmaps to be more organized and structured regarding ideas and plans. - People are able to rate each of the items below as Must have, Nice to have, and Not interested. - The ideas are organized as Released, Coming Soon, Active Development, and Under Commission. Studio Embed Improvements - Changed some of the embedded features regarding the Studio videos in the RCE.

TOPIC	DISCUSSION
	○ The embed view can be customized: thumbnail view, learn view, and collab view. ○ Viewer restrictions are in place as well. • Fundamentals of Accessible Digital Content ○ Canvas has launched this and it can be accessed under the Help icon on the navigation pane. It is at the very bottom. ○ This is a training portal that will need to be authorized. It is broken up into modules for faculty to explore Canvas accessibility.
Training	• Flex Day Planning ○ Canvas updates, Harmonize, and DesignPLUS with accessibility. ○ Cynthia asked about advertising DesignPLUS because of the new toolbar, and it was agreed to spread the word. • Fall Training Planning ○ Taking into consideration what campuses have mentioned or suggested, the schedule for fall will go in line with these. • One-on-one appointments

Discussion Topics

TOPIC	DISCUSSION
	Canvas Security Breach Discussion • What went well? What could have been better? What to do in the future? • Cynthia mentioned to Keith that we need to help faculty back up grades and a document somewhere for instructional continuity when Canvas goes down. She got a document from Jennifer Kinzel from City College of San Francisco and can be augmented to fit the needs of the campus. Cynthia will work on it and present to the next DECC meeting, if possible. ○ This document talks about email communication, Pronto, Zoom, sample messages to students, etc. There is the use of Simple Syllabus, which we do not have. There is also a disclaimer that this was using AI. This also does not need to be campus-specific.
	Turnitin Clarity Pilot Update • Both campuses decided to not move forward with it. • Cherishea asked them to keep us posted on continued discussion, and it will be brought back to DECC if and when needed. • Cynthia mentioned that there is a lot of enthusiasm for the Forge. There is a year to try out the Forge at this moment. • Can come back with a comparison so that the English departments know what each offers.
	Inline Chat • Discussion about enabling this feature, since if it is enabled, it will affect both campuses. • The chat would be moved to the bottom corner. Only one or the other (Chat on the course navigation) can be used. • The inline chat does not show notifications. • Only the CM can turn it on, so it would need to be request to him to do so.

TOPIC	DISCUSSION
	Atomic Jolt and Wiris Pilot • Both tools are offering a pilot in order to help with the creation of math problems in Canvas. • Atomic Jolt would assist with various department needs. • Wiris was for 500 question types and the recommendation would be to identify specific individuals to try this out. • If another demo is needed, this can be done. • Cynthia did not get enough feedback to provide a detailed response to either workshops/demos. • Toni would like this to be actually piloted and does not think summer would be a good time. • Keenan asked if the pilot can start in the fall. • Cherishea mentioned that Atomic Jolt was recorded and that maybe the demos need to be more department-specific. • Keenan mentioned that Flex Tuesday, for the afternoon, there is discussion about both campuses meeting together based on departments and whether this can be on the table to discuss.
	Department Dean Roles • Discussion centered on making sure that the system is secure while providing some permissions that the deans need. • Cynthia mentioned that Barstow does these permissions for admin. • However, this is not a common practice for campuses. • One example as well regarding development shells and the role of org leaders: being able to add people to the shells. • Cynthia asked about what ACCJC can see. ○ ACCJC can view all content sans the inbox. • When it comes to viewing discussions, faculty just have to unlock the discussions after the fact or a reviewer can post a comment. • Deans can view everything as well; just this discussion issue. SI/Tutor Roles

Next Meeting: September 10, 2026