

MINUTES OF THE DISTANCE EDUCATION COMMITTEE

11/12/2025 meeting

1. Update on RSI coaches implementation: Coaches need to begin using the tool and want to have a final version to use. Faculty can tailor and modify to fit their own needs. Ana will make it a final draft and share with the coaches. Next steps: Ana will be meeting with the coaches individually to talk about the time they have available to spend. Then the team will get back together to create their plan and get started. They will also report back to the DE committee. Ana will continue to share with the committee.
2. DE Committee role review and suggestions for revision:
From Senate bylaws,
 - develop policies, procedures, practices that contribute to the quality and growth of distance education.
 - supports application of technology and methodology to create accessible, inspiring, and measurably effective online learning for diverse student population.
 - promote ongoing faculty development so that faculty teaching DE courses can provide high quality learning environments.

In order to meet its responsibilities, the Distance Education Committee will perform the following functions:

1. Provide a forum for dealing with evolving issues in distance and digital education and disseminate information about these issues to the campus community.
2. Report, review and evaluate current practices in the development and delivery of online courses and how these practices impact student success.
3. Support faculty in development and delivery of online courses by facilitating faculty professional development activities and by establishing and maintaining best practices for online course delivery and recommended skills for teaching online.
4. Make recommendations for improvement to the Academic Senate, The Academic Affairs Success Council, the Hartnell College Council and other pertinent bodies regarding distance education and other online delivery of instructional material.
5. Develop and implement a comprehensive Distance Education Plan; monitor progress and update the plan regularly.
6. Ensure compliance with state and federal regulations, the California Community Colleges Chancellor's Office, and the

Accreditation Commission for Community and Junior Colleges (ACCJC) standards.

7. Comply with Title V mandates for reporting of DE activities to the Academic Senate and Board of Trustees.
8. Collaborate with the Curriculum Committee to ensure that DE addenda to the course outline of record meet Title 5 requirements for regular and effective contact and accessibility.
9. Collaborate on areas of mutual interest with other senate committees.
10. Ensure that DE Committee activities and actions are documented.
11. Complete annual and comprehensive program reviews for the purpose of planning, evaluation, and resource allocation (if applicable).
12. Conduct an annual evaluation of the effectiveness of the Committee each spring semester and distribute results to committee members, the Academic Senate and the Office of Institutional Planning, Research and Effectiveness.

Questions about the PPA for Distance Education. Ana reported that one was done last spring.

3. Next steps for committee membership and chair (Spring 2025)
 - a. Call to fill current vacancies in STEM (1), Health (1), Arts and Languages (1), Counseling.
 - b. Elect a committee chair.
 - c. Review committee charge/bylaws and make any revisions

Other topics: Proctorio, is it still available? Yes and it will continue, probably without any gap in service. The decision should not have been made without discussion at DE Committee, Tech Council, Academic Senate, etc.

Discussion about proctoring generally and specifically about proctoring software. What are the reasons for using/not using.

Easy to turn off for individual students. Students have choice and use the PLL for proctoring if they don't want to use Proctorio. Other proctoring outside the college could cost the students. Using Proctorio along with on campus in person proctoring is the solution that Nancy suggested.

Some proctoring systems have been sued for invasion of privacy and biases. Room scan can be turned off in the system.

Need professional development on Proctorio. No instructional technologist, no DE coordinator makes it difficult to do training on the system.

Other topics: Students using CVC to get classes they need—none of Hartnell's courses are showing on CVC website. (as of 11/11/2025) Ana will look into this.

No December meeting since it is final exam week.