

**CALIFORNIA COMMUNITY COLLEGES  
CHANCELLOR'S OFFICE**

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DATE: January 3, 2018

AA 18-02  
VIA E-MAIL

TO: Chief Executive Officers  
Chief Instructional Officers  
Chief Student Services Officers  
Chief Business Officers  
Academic Senate Presidents  
Student Senate Presidents  
Distance Education Coordinators

FROM: LeBaron Woodyard, Ph. D.  
Dean, Academic Affairs

SUBJECT: Maintaining a Quality Distance Education Program Online Conference January 24, 2018

The California Community Colleges Chancellor's Office, Academic Affairs Division, is pleased to announce the first-ever online conference-style training for Maintaining a Quality Distance Education Program. This FREE online conference will take place on January 24, from 9:00 AM to 12:00 PM. There will be five tracks:

1. Faculty
2. Student
3. Compliance
4. Accessibility
5. Local Distance Education

In each track, three 1-hour sessions will be offered. The 1-hour long sessions will be hosted on CCCConfer in lecture mode and moderated. The schedule and session detail is included on the attached flyer.

[CLICK HERE TO REGISTER](#)

If you have any questions please contact Erin Larson, [elarson@cccco.edu](mailto:elarson@cccco.edu) or (916) 327-0067.



**JOIN US**  
**JANUARY 24, 2018**  
**9:00AM TO 12:00PM**  
**FOR THIS**  
**FREE AND INFORMATIVE**  
**ONLINE CONFERENCE**

The California Community Colleges Chancellor’s Office is pleased to present the “Maintaining a Quality Distance Education Program” online conference. With five tracks comprising three concurrent sessions, participants will choose from a variety of topics on improving distance education on their campus.

TIME	FACULTY	STUDENT	COMPLIANCE	ACCESSIBILITY	LOCAL DISTANCE EDUCATION
9:00-9:55	<a href="#">The OEI Course Design Rubric: The Foundation for a Quality Program</a>	<a href="#">Quest for Online Success Readiness Program</a>	<a href="#">FERPA</a>	<a href="#">Accessibility in DE</a>	<a href="#">Online Ed Accreditation and the Quality Focused Essay</a>
10:00-10:55	<a href="#">OER-enabled Canvas Sample Course Shells</a>	<a href="#">Distance Education Student Panel</a>	<a href="#">Attendance Accounting for Distance Education Courses</a>	<a href="#">Bringing our “A” Game: Lessons Learned in the Pursuit of Accessibility</a>	<a href="#">Creating a Dynamic DE Team</a>
11:00-11:55	<a href="#">Designing Technologies for Equity and Inclusion</a>	<a href="#">Making Equity Visible: A Student-Centered Approach to Online Learning</a>	<a href="#">Regular &amp; Effective Contact</a>	<a href="#">Universal Design Online Content Inspection Tool: UDOIT</a>	<a href="#">Implementing Student Services in Distance Education</a>

**CLICK HERE TO REGISTER**

Contact Erin Larson, [elarson@ccco.edu](mailto:elarson@ccco.edu) or (916) 327-0067 if you have any questions.

# MAINTAINING A QUALITY DISTANCE EDUCATION PROGRAM: SESSION DESCRIPTIONS

ONLINE CONFERENCE JANUARY 24, 2018 9:00AM-12:00PM

## FACULTY

### The OEI Course Design Rubric: The Foundation for a Quality Program

**Autumn Bell, Chief Professional Development Officer for OEI/@ONE, Online Education Initiative, FHDA CCD**

When applied to an online course, the design principles in the OEI Course Design Rubric will ensure that students have a more accessible, equitable, and interactive learning experience. Licensed under a Creative Commons Attribution 4.0 International License, instructors can use the rubric as a roadmap for designing new online courses or updating or improving existing courses. The rubric may also serve as a foundation for starting a local peer course review or online teacher mentoring program. Come to this session to learn more about the rubric and how you can use it as the foundation of a quality distance education program at your college.

### OER-enabled Canvas Sample Course Shells

**Barbara Illowsky, Chief Academic Affairs Officer, Online Education Initiative, FHDA CCD**

The OEI has developed 29 Open Education Resource-enabled Canvas sample course aligned with OEI Design Rubric. Embedded into 28 of the shells are OER textbooks. Faculty are free to use the remaining shell to develop their own course.

### Designing Technologies for Equity and Inclusion

**Jason Cole, Vice Chancellor Information Technology, Peralta Community College District**

This presentation will review the literature on the equity gap in DE and propose a program to design our technologies and platforms for equity and inclusion.

## STUDENT

### Quest for Online Success Readiness Program

See how Quest for Online Success provides students new to online learning and experienced online students with an opportunity to understand the real challenges of this relatively new learning environment, and to develop the skills required to be successful in an online course.

### Distance Education Student Panel Moderated by Joanna Miller, Distance Education Coordinator, Moorpark College

For a true student perspective, join this session to hear about firsthand experiences in distance education. This is also your opportunity to bring your questions directly to students.

### Making Equity Visible: A Student-Centered Approach to Online Learning

**Arnita Porter, Faculty/Online Student Equity Coordinator, Student Services, West Los Angeles College**

This presentation will focus on strategies for embedding Equity and Culturally Responsive

Teaching and Learning (CRTL) practices to increase student engagement in the online learning environment.

## COMPLIANCE

### FERPA

Join us for an informative session on the Family Educational Rights and Privacy Act (FERPA) with a representative from the US Department of Education, Privacy Technical Assistance Center—the one-stop resource for education stakeholders to learn about data privacy, confidentiality, and security practices related to student-level data systems and other uses of student data.

### Attendance Accounting for Distance Education Courses

**LeBaron Woodyard, Dean Academic Affairs, CCCCO**

This session will describe the attendance accounting methods for distance education courses and address the nuance of noncredit distance education.

### Regular and Effective Contact

**Patricia James, Project Consultant for the OEI, Foothill DeAnza District**

This interactive presentation will give a brief history of Regular Effective Contact (REC), the USDOE equivalent Regular and Substantive Interaction (RSI) and include why the ACCJC has an interest in confirming compliance and the relationship of REC/RSI to Federal Financial Aid. Learn about how a variety of colleges have developed policies and strategies to meet the compliance and "just good practice" of REC and how the current Title 5 regulations could be revised to reflect today's digital capability. Participants will have the opportunity to interact in how they accomplish REC within their courses and will have an opportunity to continue the conversation in an ongoing online community within Canvas that is focused on ensuring human interaction in online courses.

## ACCESSIBILITY

### Accessibility in DE

**Gaier Deitrich, Director, High Tech Center Training Unit**

This session will address the importance of access and accommodation for accessibility challenges in distance education.

### Bringing our "A" Game: Lessons Learned in the Pursuit of Accessibility

**Autumn Bell, Chief Professional Development Officer for OEI/@ONE, Online Education Initiative, FHDA CCD**

In October of 2016, the OEI began piloting a new program as part of the course review process. Accessibility specialists, known collectively as the "A-Team," were brought in to support faculty by providing full remediation of accessibility issues in all courses going through the review process. After one year, dozens of courses, and more inaccessible PowerPoints than we can count, we have gained valuable insights into the accessibility challenges facing our system and what it takes to support accessibility in a quality distance education

program. Come hear about our experience and how it can inform accessibility efforts on your campus.

### Universal Design Online Content Inspection Tool: UDOIT

**Jacob Bates, UDOIT Lead Developer  
John Raible, Instructional Designer  
Karen Tinsley-Kim, Instructional Development Specialist**

The Universal Design Online [content] Inspection Tool (UDOIT) helps faculty discover and repair accessibility issues in their online courses in the Canvas by Instructure LMS. UDOIT (pronounced, "You do it,") scans their online course content, identifies possible accessibility issues, and guides faculty through the process of repairing the issues using Universal Design principles. The presenters will provide a brief introduction to UDOIT and highlight how tech, faculty and staff can benefit from its use.

## LOCAL DISTANCE EDUCATION

### Online Ed Accreditation and the Quality Focused Essay

**A. Cathleen Greiner, Dean Business Sciences & Online Education, Irvine Valley College**

The focus on Online Education (OE) during the accreditation process is an ongoing subject of attention and some concern. Join the IVC OE team in learning how developing a project action via the Quality Focus Essay (QFE) is beneficial in prioritizing professional development and student access in support for OE at the college. We will share the QFE process and document which proved to be successful in the recent comprehensive site visit.

### Creating a Dynamic DE Team

**Marina Aminy, Dean**

### Online Education & Learning Resources

This session will describe how Saddleback College created a dynamic "DE Team" comprised of faculty, managers and staff members who work together to support the growth and quality of the DE program. Support includes an in-house certificate program created to train faculty, review and selection of the new LMS, and implementation of a DE Plan for the college.

### Implementing Student Services in Distance Education

**Jodie Steeley, Director of Distance Education,** Fresno City College has implemented the various components of the OEI ecosystem for student services and the exchange. Instead of being siloed, FCC has successfully integrated these services and have seen an increase in student retention and success, above state averages. When compared to face to face courses, retention in online courses have a 4% difference and success rates show a 3% difference. This presentation would focus on faculty support through training using the OEI rubric, professional development connected to ACCJC standards and Canvas support and student services with Quest, Net-Tutor, Proctorio, Canvas user guides, and Ally.