



Assessment Report

Governance (Committee) - Distance Education

Committee

Purpose Statement

- A. Review and recommend policies and procedures for the conduct of online instruction and the operation of online courses
- B. Make recommendations to the Academic Senate regarding priorities as they relate to instructional support for online and hybrid courses
- C. Provide input to the Academic Senate on the development of policies and academic initiatives as they relate to online courses
- D. Serve as a discussion forum for pedagogical issues regarding the teaching, learning, assessment, ADA/504/508 compliance, and student support services for online and hybrid courses.

Membership

Meets on the first Tuesday of the month.

Co-chairs:

Faculty co-chair - Elise Baker, Distance Education Coordinator

VP of Academic Services or designee, co-chair - Francisco Castillo, Academic Dean

Faculty (one per division) appointed by Academic Senate upon recommendation from the divisions:

Access and Ability Center - Lyndsi Litten

Agriculture – Allison Ferry-Abee

Language Arts – Brice Nakamura

Library – Mai Soua Lee

Math – Stephanie Collier

Social Sciences – Linda Del Rio

Counseling – Kristi Hodges

P.E. – Mitchell Bolt

Fine Arts – Carinne Knight

Allied Health – Elizabeth Dilbeck

Business – vacant

Consumer Family Studies – vacant

Industry and Technology – vacant

Science – vacant

One adjunct faculty member, appointed by COSAFA - Brianda Louro

One classified employee appointed by classified employees - Jeremy Tierce

One student, nonvoting, appointed by students - vacant

Governance (Committee) - Distance Education: Assessment Column Report

Initiative

Initiative Name: Conduct Routine Business

Initiative: DECOS will conduct routine business as outlined in the Governance Manual, including the review of annual committee survey, promotion of equitable teaching strategies, and keeping online resources for faculty and students up to date.

Initiative Status: Active

Academic Years: 2023 - 2024, 2024 - 2025

Start Date: 09/05/2023

Result

Result Date: 05/06/2025

Results: DECOS will continue to conduct routine business related to DE as needed or as brought to the body.

Report Type: End-of-Year

Result: Carried Forward

Actions

Follow-Up

Initiative

Initiative Name: Update DECOS By-Laws

Initiative: Update DECOS By-Laws to reflect incorporating adjunct membership, additional members as needed, and current practices of the committee as far as meeting frequency, submitting agenda items, and sharing meeting documents.

Initiative Status: Active

Academic Years: 2024 - 2025

Start Date: 10/01/2024

Result

Result Date: 01/13/2025

Results: DECOS By-Laws were updated to reflect adjunct membership, an increased quorum size, an extended deadline for adding agenda items, and updated method of sharing out of meeting documents to ensure greater transparency. Additional changes were made at the end of the year to allow part-time faculty to represent divisions that cannot produce a full-time representative, and to reflect the new structure of DECOS as a subcommittee of the Academic Senate.

Report Type: End-of-Year

Result: Satisfactory

Actions

Follow-Up

Governance (Committee) - Distance Education: Assessment Column Report

Initiative

Initiative Name: Create DECOS Accreditor's Handbook

Initiative: Create a comprehensive manual to assist the visiting ACCJC review team in their review of distance education courses at COS.

Initiative Status: Active

Academic Years: 2024 - 2025

Start Date: 10/01/2024

Result

Result Date: 01/13/2025

Results: DECOS Accreditor's Handbook became a DE Compendium, totaling 52 pages of information on RSI, training and certification, relevant contract sections, and other DE-related COS documents.

Report Type: End-of-Year

Result: Satisfactory

Actions

Follow-Up

Initiative

Initiative Name: Establish systems and infrastructure to support new online certification requirements established in the new COSTA and COSAFA Collective Bargaining Agreements.

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Initiative Status: Active

Academic Years: 2024 - 2025

Start Date: 10/01/2024

Result

Result Date: 05/06/2025

Results: DECOS researched and approved 25 external distance education certification training programs and compiled them into a list for faculty. An accompanying DE certification course approval process was created for faculty who have taken courses outside of the blanket-approved list.

A peer online course review (POCR) team was recruited and trained. A customized online course quality rubric was developed, combining aspects of the CVC-OEI rubric and the ACCJC DE rubric into a comprehensive set of standards for online courses at COS. Peer review will launch in Fall 2025 using this rubric and the trained team. A framework of the Peer Review process was created and approved by DECOS.

An Online Teaching and Design course is replacing the former Online Teaching Certificate Program also launching in Fall 2025.

Sign-up forms have been created for both peer review and the Online Teaching and Design course.

Systems and infrastructure to support new online certification requirements have been established.

Report Type: End-of-Year

Result: Satisfactory

Actions

Follow-Up

Governance (Committee) - Distance Education: Assessment Column Report

Initiative

Initiative Name: Develop clear definitions for course modalities

Initiative: Develop clear definitions for distance education modalities (i.e. Online, Online with Orientation, Hybrid, Hyflex) to increase clarity for students in the registration and schedule-planning process.

Initiative Status: Active

Academic Years: 2024 - 2025

Start Date: 10/01/2024

Result

Result Date: 04/22/2025

Results: DECOS surveyed divisions and collected data on how each modality in the COS schedule is operationalized at COS. Definitions were written, approved, and are posted on the Online Learning Resources public webpage.

Report Type: End-of-Year

Result: Satisfactory

Actions

Follow-Up

Initiative

Initiative Name: Conduct business related to Accreditation

Initiative: Address tasks and duties that arise relating to RSI and ACCJC review of distance education courses and programs.

Initiative Status: Active

Academic Years: 2024 - 2025

Start Date: 10/01/2024

Result

Result Date: 05/06/2025

Results: Accreditation work is ongoing, following a compliance shortfall. DECOS will respond as needed in the months ahead.

Report Type: End-of-Year

Result: Carried Forward

Actions

Follow-Up