

DE Committee

Thursday, March 14,th 2024

12:50PM-1:50PM

Meeting Agenda

[Zoom Link](#)

LOCATION: Information Technology Building (IT), Room 208

MEMBERSHIP

- Sandra Popiden (Faculty Co-Chair, Social & Behavioral Sciences)
- Peggy Campo (Dean) – Administrative Co-Chair
- Ryan Hitch (Communication, Humanities and Languages)
- Bibiana Lopez (Math, Engineering, Computer Science & Game Development)
- Laura Adams (Social & Behavioral Sciences)
- Eric Doucette (Business and Management)
- Sharese Tronti (School of Natural Sciences, Health and Kinesiology)
- Aaron Hall (ASNC Representative)

VISITORS

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AGENDA

1. Call to Order
2. Action Items
 - 2.1 Approval of Agenda
 - First
 - Second
 - Status
 - 2.2 Approval of [DEC Meeting Minutes](#) from November 9, 2023
 - First
 - Second
 - Status
 - 2.3. [DE Teaching Certification](#) for Full-Time Cohort Timeline
 - For most F-T faculty, the draft DE Certification notification letter would be sent in July 2024
 - Completion of the 16-hour Canvas Course Design Camp within 1 fiscal year, no later than June 30, 2025

- 6-hour equity FLEX approved; entire Camp is FLEX approved
- Subsequent re-certification will be 6 hours of DE PD within 3 years.
- Associate faculty are separate as there is ongoing negotiations with the Faculty Association

- First
- Second
- Status

2.4 Option for Expanding Access to the [RCCD Canvas Course Design Camp](#)

- Offered tuition free to Norco community through [Extended Learning program](#).
- Potential new faculty could to gain certification prior to being hired in the district.

- First
- Second
- Status

2.5 [POCR icon in course finder](#)

- Begin identifying faculty whose NC classes are already POCR certified to utilize the “Quality Reviewed” designation in NC class schedule & CVC Exchange

- First
- Second
- Status

2.6 Timeline for [POCR Process](#) and Website Creation (similar to [RCC](#) and [MoVal](#))

- First
- Second
- Status

2.7 POCR Special Project Funding Request – [MoVal and Saddleback POCR Processes](#)

Possible Models for Norco

- First
- Second
- Status

3. Discussion Items

3.1 POCR Workgroup Updates

- POCR Lead & POCR Workgroup Meeting

- **Recruitment options for PO CR process:**
 - Invite those who have gone through accessibility training or have high ALLY accessibility scores to submit their course(s)
 - Recruit those faculty who have earned @One PO CR certification or already have a course QR approved to take the @One PO CR certification course to become a local PO CR reviewer.
- **Funding Recommendations:**
 - District DE funds pilot program
 - CTE Perkins grant for CTE
 - Student Equity and Achievement Program funds
 - Faculty Professional Development funds
 - OER funds for courses that are ZTC
 - Investigate other sources to invest in efforts to boost student success, completion, and enrollment by improving the college's competitiveness on the CVC Course Exchange

3.2 Solicit Input from Departments: Tool Utilization, Renewal Preferences and Desire for DE Training & Support

- **District Supported Online Tools:**
 - Media Site
 - Pronto
 - VoiceThread
 - Design Plus
 - TextExpander
 - PlayPosit
 - Packback
 - Namecoach
 - Proctorio
 - Respondus

3.3 Turnitin Utilization and Alternative AI Detection Options & Policies

3.4 Non - District Supported:

- Discord
- Perusal
- Flipgrid
- Jamboard
- Chat GPT, Gemini - Google AI
- Grammarly and Grammarly Pro etc.

4. Information Items

4.1 [Online Teaching Conference](#): Send a DE team?

- June 26-28, 2024. Long Beach Convention Center.
- Fill out the [NC FPDC funding request form](#) to request the college pay for the OTC conference attendance fee & mileage.

4.2 [@One Webinars](#) – Spring 2024 & [@One Free Courses](#)

4.3 District DE Updates

5. Future Agenda Items

5.1 POQR Quality Review Process & Funding

5.2 Associate Faculty Certification, & NC DE Website Updates

5.3 DE Tool Utilization and Renewal Process

5.4 Future OL / Hybrid/ HyFlex Training, FLEX, and Brown Bags

5.5 New Zoom AI Note Taking Tool

5.6 Vision Resource Center

6. Good of the Order

7. Adjournment

Meeting Schedule

DEC meets 2nd Thursdays of the month 12:50-1:50 pm in IT-208

- March 14
- April 4
- May

Distance Education Committee

Purpose

The Distance Education Committee develops guidelines for distance education courses and recommends to the Senate policies and procedures for best practices in distance education preparation, training and professional development of faculty, and training students to support their success in online learning. The committee advises strategic planning committees on institutional needs and best practices for distance education to best support faculty's ability to teach in an on-line environment and recommends to the college, and the district, requisite tools needed by the faculty to teach effectively in an on-line mode.

Charge

The Distance Education Committee is primarily responsible for assisting faculty in the creation and implementation of well-designed courses that utilize current on-line teaching approaches, and best practices, taking into consideration the wide range of diversity in our student body and ensuring that courses are equity minded and supportive of students' needs.

The committee will engage in the institution's collaborative efforts to close all identified student equity gaps (Goal 3 EMP) in the on-line environment by identifying and

connecting with external, internal, and district resources; providing professional development opportunities; and connecting with established campus resources, sources of support, and the district.

Zoom Invite

Popiden, Sandra is inviting you to a scheduled Zoom meeting.

Topic: Norco College - Distance Education Committee (DEC) Meeting

Time: Oct 12, 2023 12:50 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://rccd-edu.zoom.us/j/4064802392>

Meeting ID: 406 480 2392

One tap mobile

+16694449171,,4064802392# US

Dial by your location

• +1 669 444 9171 US