

## **DE Committee**

Thursday, April 4th, 2024

12:50PM-1:50PM, IT 124

### **Meeting Agenda**

[Zoom Link](#)

LOCATION: Information Technology Building (IT), Room

#### **MEMBERSHIP**

- Sandra Popiden (Faculty Co-Chair, Social & Behavioral Sciences)
- Peggy Campo (Dean) – Administrative Co-Chair
- Bibiana Lopez (Math, Engineering, Computer Science & Game Development)
- Laura Adams (Social & Behavioral Sciences)
- Caroline Hutchings (Math, Engineering, Computer Science & Game Development)
- 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**

- o First
- o Second
- o Status

## 2.2 Approval of [DEC Meeting Minutes](#) from March 14, 2024

- o First
- o Second
- o Status

## 2.3 [DE Teaching Certification](#) for Associate Faculty

- Completion of the 16-hour Canvas Course Design Camp within 1 fiscal year, likely by June 2025
- Faculty Association approved \$750 for CE Camp to be paid to Associate faculty following Camp completion
- Subsequent re-certification will be 6 hours of DE PD within 3 years.

- o First
- o Second
- o Status

## 2.4 Google Form Option for Gathering DE Tool Feedback

- [DE Tool Utilization Google Form](#)
- Potential applications to DEC members, departments, NorAll, (RCCDAI)

- o First
- o Second
- o Status

## 3. Discussion Items

### 3.1 POCR Workgroup Updates

- o POCR Meeting - April or May?
- o POCR Senate Request for Support (Spring or Fall?)
- o POCR Special Project Funding Request – [MoVal and Saddleback POCR Processes](#)

## **4. Information Items**

### **4.1 [Course Merge Sections and FERPA Considerations](#) and Guidelines for Compliance**

- Added to District DE Website.
- Added to the end of the Course Merge Request Form.

### **4.2 District DE Updates**

### **4.3 [Online Teaching Conference](#)**

- 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.

### **4.4 [@One Webinars](#) & [@One Free Courses](#)**

## **5. Future Agenda Items**

5.1 POQR Quality Review Process & Funding

5.2 NC DE Website Updates - NC Updating College Website in May 2024

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

6. Good of the Order

7. Adjournment

## **Meeting Schedule**

DEC meets 2nd Thursdays of the month, 12:50-1:50 pm (IT 124)

· May 9th, 2024

## **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: DEC Meeting

Time: April 4th 2024, 12:50 - 1:50 PM

Join Zoom Meeting

<https://rccd-edu.zoom.us/j/86303023161?pwd=FON8l0LFCapaBLv57jIVPVDpYRG2Xb.1>

Meeting ID: 863 0302 3161

Passcode: 287867

One tap mobile

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Dial by your location

- +1 669 900 6833 US (San Jose)
- +1 669 444 9171 US
- +1 719 359 4580 US
- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US

Meeting ID: 863 0302 3161

Passcode: 287867

Find your local number: <https://rccd-edu.zoom.us/j/kcFHyzPd>

Join by SIP

- 86303023161@zoomcrc.com

Join by H.323

- 162.255.37.11 (US West)
- 162.255.36.11 (US East)
- 115.114.131.7 (India Mumbai)
- 115.114.115.7 (India Hyderabad)
- 213.19.144.110 (Amsterdam Netherlands)
- 213.244.140.110 (Germany)
- 103.122.166.55 (Australia Sydney)
- 103.122.167.55 (Australia Melbourne)
- 149.137.40.110 (Singapore)
- 64.211.144.160 (Brazil)
- 149.137.68.253 (Mexico)