

## **DE Committee**

**Thursday, May 9, 2024**

**12:50PM-1:50PM, IT 122**

### **Meeting Agenda**

#### [Zoom Link](#)

LOCATION: Information Technology Building (IT), Room 122

#### **MEMBERSHIP**

- Sandra Popiden (Faculty Co-Chair, Social & Behavioral Sciences)
- Courtney Doussett (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 (Natural Sciences, Health and Kinesiology)
- Kristin Rigby (Communication, Humanities, and Languages)
- 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

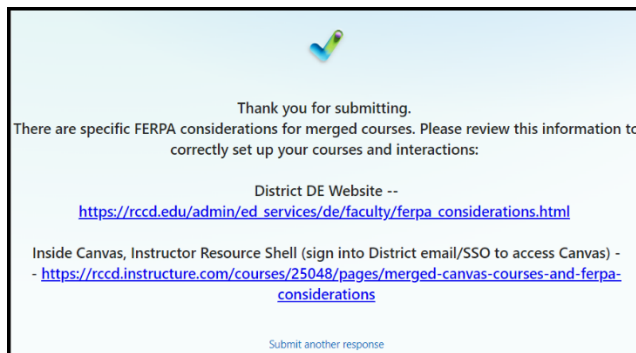
###### **2.2 Approval of [DEC Meeting Minutes](#) from April 4, 2024**

- o First
- o Second
- o Status

### 3. Discussion Items

**3.1 Course Merge - FERPA Compliance and Guidelines.** Information and instructions are now available to manage merged courses in Canvas course settings. Notifications include:

- a. On District DE Website: [Merged Courses & FERPA Considerations](#)
- b. Inside Canvas (requires [SSO login](#) and Canvas access): [Merged Canvas Courses & FERPA Considerations](#)
- c. Auto-generated email at the end of the Merge Request form will contain links to both of these resources. [Screenshot below]



### 3.2 DE Tool Renewal (Survey and District Usage / Cost Data)

### 3.3 [Distance Education Committee Survey of Effectiveness](#)

### 3.4 Senate DEC Annual Report of Effectiveness - Recommendations?

- a. Charter
- b. Self-evaluation of the Survey of Effectiveness - planning and decision-making process
- c. EMP Goal Alignment and Objective Alignment - report on EMP objective progress.
- d. Assessment of the charter's Scope and Deliverables during academic year

### 4. Information Items

#### 4.1 District DE Updates

#### 4.2 [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.

#### 4.3 [@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 FLEX Accessibility / RSI / Hybrid / HyFlex / + Training & Brown Bags

**5.5** New Zoom AI Note Taking Tool

**6.** Good of the Order

**7.** Adjournment

## **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 May 9 2024 Meeting

Time: May 9, 2024 12:50 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://rccd-edu.zoom.us/j/88006327757>

Meeting ID: 880 0632 7757

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One tap mobile

+16699006833,,88006327757# US (San Jose)

+16694449171,,88006327757# US

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- +1 669 900 6833 US (San Jose)
- +1 669 444 9171 US
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- +1 253 205 0468 US
- +1 253 215 8782 US (Tacoma)
- +1 346 248 7799 US (Houston)
- +1 360 209 5623 US
- +1 386 347 5053 US
- +1 507 473 4847 US
- +1 564 217 2000 US
- +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)

Meeting ID: 880 0632 7757

Find your local number: <https://rccd-edu.zoom.us/j/kmzvw90Jz>

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Join by SIP

- 88006327757@zoomcrc.com

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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)
- 69.174.57.160 (Canada Toronto)

- 65.39.152.160 (Canada Vancouver)
- 207.226.132.110 (Japan Tokyo)
- 149.137.24.110 (Japan Osaka)

Meeting ID: 880 0632 7757