



**NORCO**  
**COLLEGE**

Distance Education Committee  
Agenda | Regular Meeting

Thursday, March 13, 2025  
12:50pm - 1:50pm  
NOC 102 & [ZOOM](#)

### **COMMITTEE MEMBERSHIP (Members 10; Quorum 6)**

- 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)
- Kevin Osorno (Natural Sciences, Health, and Kinesiology)
- Owen Johnson (Visual and Performing Arts)
- Julieta Santana Ruelas (ASNC Representative)

### **VISITORS**

- 

### **AGENDA**

#### **1. Call to Order**

- 1.1. Welcome & Introductions
- 1.2. Note-taker

#### **2. Action Items**

##### **2.1. Approval of [Agenda](#)**

- First -
- Second -
- Status -

##### **2.2. Approval of [DEC Meeting Minutes from 11/14/2024](#)**

- First -
- Second -

- Status -

### 2.3. [RSI Checklist](#) & [Spring 2025 FLEX RSI Presentation](#)

- First -
- Second -
- Status -

## 3. Discussion Items

- 3.1. Norco College Local POCR Proposal- NC Academic Senate (Pending)
- 3.2. Institutional Effectiveness DE Data Request (Pending)
- 3.3. Dr. BuShell Data Trends (11/14/24 DEC Meeting)
- 3.4. Norco College [Power BI DE Data Trends](#)
- 3.5. [AI Faculty Guide](#)
- 3.6. Fall FLEX / Brown Bag Ideas?
  - Ie. Accessibility, RSI, Equity, Hybrid, Hyflex, Tools, AI, Bots

## 4. Information Items

- 4.1. District Updates
  - Strategic Planning
- 4.2. DEC Committee Members - Please Complete DEC [Survey of Effectiveness](#)
- 4.3. CCC System Update
  - CCC is working on sharing POCR approved Canvas courses for the first 6 Common Course Numbering classes – likely launch fall 2025
  - COM 110, ENG 100, ENG 105, MAT 110, POL 110, Psych 110,
  - Maximizing this opportunity requires the establishment of a local NC POCR team to gain “quality review” approval, designation, and improved ranking on the CVC Exchange for each faculty member and class adopting these POCR model course shells
  - Example: [Los Rios New Fast Track OEI Rubric](#) POCR Process
- 4.4. Online Teaching Conference 2025, June 16-18, 2025
  - Long Beach Convention Center
- 4.5. Norco College Professional Development Conference Funding Request
  - Application Instructions & Request Form in Nuventive
- 4.6. [@ONE Courses](#), [Webinars on AI](#), & [Video Resources](#)
  - [Free Webinar](#) CVC@ONE webinar library

- Leveraging AI to Create UDL - Driven and Accessible Content: 3/20 @ 11am
- Easy AI for Educators: 3/24 @ 1pm
- Authentic Presence and Digital Doubles: 4/10 @ 10am
- Connections that Count: 4/14 @ 11am
- Should Educators Be Using AI? 4/22 @ 11am
- Advanced AI Assistance with Course Materials: 5/1 @ 10am
- Register for the Above CVC @ONE [AI Webinars](#)

5. **Good of the Order**

5.1.

6. **Adjournment**

**DEC Meeting Schedule Spring 2025**

- **March 13, 2025**
- **April 10, 2025**
- **May 8, 2025**

**Topic: DEC Meeting 3/13/25**

**Join Zoom Meeting**

<https://rccd-edu.zoom.us/j/84979037240?pwd=7iPBbQtbRXItMF9F2FY5gWCDfYgoQV.1>

**Meeting ID: 849 7903 7240**

**Passcode: 682220**

**Distance Education Committee**

**Purpose:**

The Distance Education Committee develops guidelines for distance education courses and recommends to the Senate policies and procedures for distance education training of faculty and students. The committee advises strategic planning committees on institutional needs and the institutionalization of best practices in DE modalities. Examples include DE certification, accessible course design, and DE professional development training that support faculty and student success at Norco College. The DEC also recommends to the college, and the district, requisite tools needed by faculty for effective, accessible, and equitable instruction.

**Charge:**

The Distance Education Committee is primarily responsible for making recommendations that assist faculty in the creation and implementation of well-designed courses. This includes the utilization of current online teaching approaches and best practices that take into consideration the wide range of diversity in our student body. Thereby ensuring that DE courses are equity minded and supportive of students' learning needs.

The committee will engage in the institution's collaborative efforts to close all identified student equity gaps (Goal 3 EMP) in the online environment. This includes professional development opportunities and identifying and connecting with internal, external, and district resources, tools and support.