

## Norco Distance Education Committee

Wednesday, September 16, 2015

3pm – 4:15pm / CSS 219

### Meeting Minutes

**Members Present: V. Harris, D. Makin, W. Stevens, S. Popiden, C. Farrar**

#### **I. Call to Order**

**A. Approval of Agenda:** (M/S: Stevens/Makin): Approved

**B. Approval of Minutes** – (M/S: Makin/Stevens): Approved electronically

#### **II. Current Business**

##### **A. Distance Education Guide Update (Vivian Harris)**

The DE (Distance Ed) Guide has been posted as a draft on our website. Page 6 “adopt a common course” is already adopted. Wording changed. List names and email of DE members as a support tool. Names of Distance Ed faculty are listed in the Faculty guide. Suggestions for page 11 “if you have questions, the members of the DE Committee are available to assist. Make sure Sharon’s name is removed from the list. These suggestions have already moved forward to the Academic Senate. Motion to approve the addition of DE member names and OEI update of page 6 of document (M/S Stevens/Makin) Approved Peggy would really like the DE Committee present at the Academic Senate meetings to report out.

How often do you think we will examine and update the guide? Approximately every two years. (Unofficially at the first meeting and the last DE Committee meetings).

##### **B. OEI Update Vivian Harris**

Working out the kinks in the system. Statewide initiative to support the Canvas platform. Norco still has Blackboard.

Discussion. Should the DE Committee get clarification from District Tech on plans to move forward to the state supported system?

Motion to Academic Senate to find out about the districts timeline for adoption of the Canvas System. (M/S Makin/Popiden) Approved

Consider having an Academic Senate rep that can report out at department meetings.

Consider what is common between the three colleges? How do we assure that students have the information they need regarding Distance Ed.

Consider how students get information regarding on line classes and what all is involved. Should we apply links to the syllabi?

The students and faculty need to know exactly where the information is located and how to access it.

Make plans to invite Mark DeAsis to the next meeting. Ask what it is that the students need to see.

Email OEI links

Propose presenting to PDC as a flex opportunity.

Make the Academic Senate aware of the online training that is offered through the district. Consider Department chairs reaching out to faculty.

Is there a plan for transition from Blackboard? The last transition **TO** Blackboard took one year. We should consider talking about “Canvas” NOW.

#### **C. DE Strategic Planning Goals**

##### **Objective 9/Goal 1 Increase Student Training to Online Videos**

Evaluate introductory videos – Timeline 2018-need a list of faculty that have intro videos for their courses. D. Makin has seen an increase in student success since adding the introductory videos. What measures can we use to assess success in online courses? Bring Dr. Aycock in to discuss data and how to analyze it. Can we link the welcome videos to Net Tutor, etc.? Consider compulsory training class. Provide outreach to students explaining on line resources.

##### **Objective 4 Work on courses**

**Objective 4** Work on Trac Dat Video (already in the works)

#### **D. Open Forum**

Vivian will email Mark and Greg about attending the next Distance Ed meeting which will be held on Wednesday, October 21, 2015 @ 3-4:15pm in CSS 219.