

Norco College
Distance Education Committee Meeting
Wednesday, May 18, 2016
3-4:15pm
CSS 219

Minutes

Members Present: Carol Farrar, Vivian Harris, Deborah Tompsett-Makin, Jan Muto, Diane Palmer, Sandra Popiden, Walter “Buck” Stevens

- I. Approval of the Agenda
 - A. Motion: Stevens
 - B. Second: Makin
 - C. Approved

- II. Approval of the Minutes
 - A. Motion: Stevens
 - B. Second: Makin
 - C. Approved

- III. Senate Subcommittee Report (Vivian Harris)
 - A. The committee updated the fall 2015 report to reflect accurate information for spring 2016

- IV. NDEC 2016-2017 Chair & Meeting Times (Vivian Harris)
 - A. Jan Muto has been nominated as DE Chair
 1. Motion: Stevens
 2. Second: Makin
 3. Approved unanimously
 - B. Starting in fall 2016, DE meetings will be held on the 1st Thursday of the month during college hour (12:50-1:50pm)

- V. Course Design Rubric for the Online Education Initiative – Assessment (Vivian Harris)
 - A. The committee would like to find out what schools are currently using the rubric
 - B. Suggestion to add the rubric to Norco Faculty Guide &/or faculty website

- VI. Open Forum (All)
 - A. Resources are available for faculty inquiry groups. The committee would like to offer professional development training (FLEX) opportunities.
 1. Retreat to discuss findings from the Online Teaching Conference
 2. Norco faculty that have high success & retention rates in DE courses
 3. Equity issues in completion initiatives. Look at student population achievement gaps; aggregate the data to compare different modalities for the institution.

- B. The committee would like to obtain data about NetTutor from instructors about whether or not students are using this service. Suggestion to create a survey OR combine our survey with Technology Committee survey to poll students.
 - 1. Goal 1, Objective 9 – Can meeting this objective be attributed to students using NetTutor & instructors validating knowledge of best practices when approving TA's?

Next Meeting Fall 2016

The mission of the Distance Education Committee is to recommend policies, procedures, and distance education training in order to institutionalize best practices of a quality distance learning environment at Norco College