

**Approved Minutes**  
Norco College  
Distance Education Committee Meeting  
Thursday, 9/15/16  
12:50-1:50  
CSS 219

Members Present: Miguel Castro, Carol Farrar, Jan Muto, Sandra Popiden, Walter Stevens, Jason Zamora (student)

Guest: Rolando Regino, RCCD Director of Distance Education

1. Approval of the Agenda: motion by Miguel, seconded by Sandra, approved unanimously
2. Approval of the Minutes: motion by Buck, seconded by Sandra, approved unanimously
3. Rolando Regino, overview of issues and ideas for the district:
  - a. Online Blackboard Academy to be updated
  - b. Out-stationing BB administrative services—having district staff available at each college certain days/dates. Schedule to be determined.
    - i. Purchased new cameras and teleprompter that can be used on-site for creating course videos for content or even to promote a new course
    - ii. Request from Sandra to record online training sessions
  - c. Course designers for colleges
    - i. approved to hire two designers, possibly a third in the future
    - ii. focus on andragogy and pedagogy, working directly with faculty to improve course design
  - d. District/regional DE Certificate
    - i. Suggested by CTA and Academic Senate leaders
    - ii. Discussion regarding the replication of existing certificate programs
    - iii. Discussion regarding creating as well as continually updating that curriculum and its associated costs
  - e. RCCD DE Newsletter
    - i. First issue provided via email in September
    - ii. Request for input district-wide
  - f. RCCD Conference
    - i. Save the date for 4/21/17
    - ii. Held at new office in Riverside/RCC performance venue
    - iii. Discussion about content
      - Emphasis on application (not just lectures)
      - Use of external specialists for new ideas
  - g. OEI (Online Education Initiative) and Changing LMS from Blackboard to Canvas
    - i. No decision has been made at this point
    - ii. Two years remaining on current BB contract, so decision would need to be made within the next year or so.
    - iii. Will seek input from faculty

- iv. Possible pilot test opportunity with OEI rubric, probably in 17SPR for self-identified faculty (as demonstrated by other institutions in the state)
    - Jan and Walter volunteer
  - v. Advantages to switching to Canvas:
    - 24/7 online tutoring for every subject
    - Proctoring
    - Student readiness modules
  - h. Concept Map for RCCD Distance Education Program distributed
4. Next meeting:
- a. Thursday, 10/6, 12:50-1:50 in CSS 216
  - b. Review OEI Rubric
  - c. Review Committee Effectiveness feedback

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