

Norco College
Distance Education Committee Meeting
Wednesday, 9/20/2017
3:00 PM – 4:15 PM
OC 102

Members Present: Michael Bobo, Daniel Gitau, William Ibekwe, Jan Muto, Sandra Popiden, Dan Reade, Walter Stevens.

Visitors: Natalie Aceves, Sarah Burnett, Carol Miter, Sean Ulbert.

- I. Agenda Approved
- II. Minutes Approved with edits – 6 yeahs, 0 neahs, 4 absentions
 - a. Sandra Popiden added as present at 5/30/17 meeting
 - b. “Adjoined” edited to “Adjourned”
- III. Discussion of Technology Abilities and Limitations
 - a. Online conference technology should be available in all conference rooms on campus and in all offices.
 - b. Committee members expressed their concern that video conference abilities are not universal across conference rooms.
- IV. Discussion of DE Faculty Chair Position – Walter Stevens
 - a. Previous chair was concerned that DE Chair Position does not come with release time.
 - b. In response, Peggy Campo and Melissa Bader were tasked with writing “job description” for DE Chair position.
 - c. The resulting description was concerning because it felt more like a classified position and not a faculty role – for example, the description tasked the DE Chair with a leading role in implementing the transition to Canvas
 - d. **Motion that Damon Nance remain as DE Chair.**
 - i. Motion – Stevens
 - ii. Second – Reade
 - iii. Motion approved unanimously
- V. Canvas Update – Sean Ulbert
 - a. Weekly face-to-face and Zoom workshops are available for interested faculty.
 - i. Possibility discussed of moving these workshops from Fridays to a day more accessible for faculty.
 - b. Individual meetings also available with Sean, either in-person or via Zoom
 - c. District is close to completing an online Canvas Training course
 - i. This would be similar to existing Blackboard Academy course
 - ii. New Canvas Course based on At-1 training program
 - d. Completion of the course would lead to Canvas certification for faculty, training would also be eligible for Flex Credit
 - e. Ulbert will email out further information to all faculty regarding this training.

- f. Miller expressed his gratefulness for having Ulbert present as a course designer.
- VI. Zoom Pro Account
- a. Request was made to Sean Ulbert that district consider purchasing license for a Zoom Pro Account to allow for sessions not stuck with 40 minute time limit.
- VII. Input on DE proposals request from Curriculum Committee – Muto
- a. Chair of Curriculum Committee, Brian Johnson, put forward a request to Muto that DE consider having a role in advising on DE course proposals.
 - b. Johnson also proposed that the DE Committee look over DE course proposal requirements and provide feedback.
 - c. Muto expresses her belief that DE consider having a committee member engaged with the Curriculum Committee approval process for DE proposals.
 - d. Concerns were also raised that at present, faculty needs to basically get courses approved three times – once for face-to-face, once for hybrid, and once for online. There were also concerns raised about the extensive amount of time needed to approve DE courses in general. Sense of committee is that this should be streamlined.
 - e. **Motion that the DE Committee work with Curriculum Committee to streamline DE approval for any DE version of a given course, whether online or hybrid**
 - i. Motion – Muto
 - ii. Second – Stevens
 - iii. Approved unanimously
 - f. Committee will seek to get criteria from Curriculum regarding how DE courses are approved.
 - g. Stevens will invite Johnson to next DE committee meeting.
 - h. Committee would like to push a system that makes the course approval process easier, not one which adds extra layers of bureaucracy.
- VIII. Good of the Order
- a. Muto – This committee requires easy access to contemporary technology to conduct its business.
 - i. This technology, among other things, enables more individuals to attend and take part in the committee’s business.
 - b. Gitau – Introduces himself as student government rep.
 - i. Requests to be included on the email list.
 - c. Anyone interested in joining the Committee’s Blackboard site should contact Muto for access.
 - d. Burnett – Introduces herself as Assessment Coordinator
 - i. Offered services of Assessment Committee on working to successfully assess online classes.
 - ii. Sense of committee is that NAC feedback would be helpful for DE faculty.
 - iii. Multiple committee members shared that the move to Canvas will likely necessitate assistance for faculty members concerning assessment.

- e. Burnett – Concerns about new faculty being told to learn both Blackboard and Canvas
 - i. Wanted to share that at a Norco Faculty Senate Meeting, Dr. Reece stated that faculty who complete the Canvas training program will be certified to teach online courses.
- f. Muto – Canvas Training
 - i. Professional Learning Network provides free courses to faculty members
- g. Stevens – Plenty of faculty members on campus trained in Canvas who will be a helpful resource.
- h. Stevens – No clear student representation on Canvas transition planning efforts.
 - i. Committee feels it is important to ensure students have proper training on how to work in Canvas.

Next Meeting – Wednesday, 10/18, 3:00-4:15 PM