

Norco College
Distance Education Committee Meeting
Wednesday, 10/18/2017
3:00 PM – 4:15 PM
OC 102

Members Present: Michael Bobo, Miguel Castro, Daniel Gitau, Sandra Popiden, Damon Nance, Dan Reade, Walter Stevens, Tom Wagner.

Visitors: Karin Beshay, Brian Johnson, Sean Ulbert

Absent: William Ibekwe, Jan Muto

- I. Agenda Approval
 - a. Moved: Stevens
 - b. Second: Gitau
 - c. Approved: Unanimous
- II. Approval of Minutes
 - a. Electronically approved on 10/4
- III. Canvas Update – Ulbert
 - a. Canvas Academy is now ready and open for enrollment. Sign-ups are monthly. Anyone can sign up at any point during the month but must complete it by the end of the month in which they sign up. Course on average takes around 2-5 hours to complete. Ulbert encourages faculty to sign up as soon as possible. Signing up for the training does not mean that faculty have to at the same time complete set-up of an actual Canvas course.
 - b. Interested parties can contact Ulbert directly about starting Canvas Academy. Ulbert has also been including links to Canvas Academy on his weekly emails. Instructors can also contact Ulbert about getting a Canvas shell.
 - c. Ulbert stated the desire is that the Canvas migration will be part of an ongoing process of not only training faculty on Canvas but also continuing to train faculty regarding effective use of Canvas/ best practices.
 - d. Ulbert stated his plan to reach out to Professional Development Committee to continue developing faculty training on Canvas. Popiden asked about the possibility of Ulbert leading a Canvas Training during Spring FLEX.
 - e. Stevens confirmed that for instructors, Canvas Training is required if an instructor wants to teach courses on Canvas. Ideally, this training will be completed by the end of June 2018, though faculty can finish the training over the summer. Ulbert states that the goal is to have all relevant classes transferred to Canvas by start of Fall 2018.
 - f. There is a concern that there needs to be a hard date for the switch to Canvas in order to light a fire under faculty. There is a fear that without a hard date, some will lag behind and be caught without the appropriate training.

- g. Ulbert expressed his enjoyment of the job and appreciation for the support he's received.
- h. Ulbert and Gitau spoke about setting up videos to help orient students to Canvas.
- i. Reade checked in about having all courses automatically associated with a Canvas site, no matter what the style of course. Bobo confirmed he'd seen similar things at other colleges. Ulbert said he would check in on the possibility of such a system.
- j. Stevens proposed that Distance Education become the point contact for collecting data on faculty experience and feelings regarding this transition. Perhaps DE could promote SurveyMonkey questionnaires or similar tools to collect data.

IV. ASNC Student Update on Canvas – Gitau

- a. Gitau introduced himself as Vice President of Campus Relations
- b. Gitau stated that he can serve as a conduit of information on Canvas; he can take information from DE and share it with club representatives who can in turn share that information with their clubs.
- c. Gitau is in charge of ASNC's social media accounts and has been developing relationships with the school officials responsible for the school's official social media accounts. These accounts can then serve as channels through which to broadcast information related to Canvas.
- d. Additional proposals for dispersing information regarding Canvas include a banner on the school homepage and announcements via the light board in the Corral.
- e. Nance suggested technology surveys of student thoughts on Canvas.
- f. Committee raised possibility of additional discussions of student workshops at a later meeting.

V. Good of the Order I

- a. Stevens inquired about a technology update for the OC to improve our communications as a Committee in person and online. Jim Reeves and others should be getting a quote to Nance. The OC conference room is supposed to be the command center in the event of a disaster so it should be state of the art.
- b. Stevens - Requested clarification on our current member names to be updated by Lenny on the website.
- c. Nance discussed conversation with Peggy Campo about the repercussions of membership without participation. The list may be sent to Campo for review. The current members according to our round table discussion would be:

Damon Nance, Librarian Co-Chair

VACANT Co-Chair

Michael Bobo, Assistant Professor, Humanities

Miguel Castro, Library Technical Assistant II

William Ibekwe, Associate Faculty, Computer Information Sciences

Jan Muto, Associate Professor, Communication Studies

Sandra Popiden, Assistant Professor, Political Science

Dan Reade, Assistant Professor, English

Walter Stevens, Professor of Theater Arts

Daniel Gitau, ASNC Student Representative

- d. Popiden - discussed the quality of Zoom as a tool for virtual conferencing. The audio quality is poor closest to the laptop. Committee members should sit across the table from the laptop for best audio quality.
- VI. Curriculum – Brian Johnson
- a. Good of Order temporarily suspended to welcome Chair of Curriculum Committee Johnson who came to address Muto's question on DE course approvals in CurricuNet Meta.
 - b. Popiden described the nature of the issue raised by Muto in the previous DE Committee meeting.
 - c. Johnson logged into Ulbert's laptop to check CurricuNet Meta and tested course creation and proved all boxes can be checked if necessary.
 - d. Ulbert took screen shot of image as an approved Hybrid and Online course.
- VII. Good of Order II
- a. Nance raised concern for Lynda and other apps available to students in Canvas.
 - b. Popiden stated LTI or apps could be explored.
 - c. Ulbert stated that Rolando Regino could visit to explain whether a consumer key is necessary
 - d. Nance stated three courses with NetTutor so far could be tested with apps for Winter session.
 - e. Bobo asked whether campus survey should include LTI and apps desired by Faculty and Students.
 - f. Ulbert reported that plans are in place for training, best practices, LTI tools, collaboration, professional development for faculty.
 - g. Popiden reported on FLEX day activity to include DE and Ulbert.
 - h. Popiden raises point of increased pay for Associate Faculty in addition to 3 hours pay. Committee should discuss this to incentivize training in next meeting.

Meeting adjourned 4:15pm

Next Meeting – Wednesday, 11/15, 3:00-4:15 PM