Norco College
Distance Education Committee Meeting
Wednesday 11/21/18
3:00 PM-4:15 PM
OC 102

Statement of Purpose: The distance education committee develops guidelines for distance education courses and recommends to the Senate policies and procedures for distance education training of faculty and students. The committee advises strategic planning committees on institutional needs and best practices for distance education.

Members Present: Damon Nance (Co-Chair, Library), Michael Bobo (Co-Chair, A&H), Maria Adams (SBS), Sarah Burnett (SBS), Glen Graham (STEM), Nayley Gomez (Student Rep.), Ammanda Moore (A&H), Kara Zamiska (SBS)

Members Absent: Tom Wagner (Co-Chair, B&M), William Ibekwe (STEM), Sandra Popiden (SBS)

Guests: Samuel Lee (VP, AA), Sean Ulbert (RCCD)

Action Items

1. Approval of the Agenda
    a. S. Burnett moves
    b. A. Moore seconds
    c. All Approve, 0 No, 0 Abstain
2. Approval of the Minutes 10/17/2018
    a. S. Burnett moves
    b. M. Adams seconds
    c. All Approve, 0 No, 0 Abstain

Discussion Items

3. District Canvas Update (Sean Ulbert/Michael Bobo)
   Discussion:
    a. DEC and RCCD continue conversation on Canvas shells for faculty teaching in Web Enhanced sections. Training is essential for all faculty using Canvas. Summer pilot in the works to have shells for all WE, HYBRID and OL sections for trained faculty. Need to work out some issues with District DE staff due to enrollment and added time for roster migration into shells.
    b. Fall 2018, 23% FTES enrolled in Canvas related courses including WE, HYBRID and OL.
    c. SLO integration in Canvas is based upon Faculty entering content from CORs and using the Learning Mastery Gradebook in Canvas. This is not automatically activated currently.
    d. Recommended orientation module for all Canvas courses implemented by District with distribution of course shells. Orientation necessary before enrollment and registration is completed.
    e. Faculty emails before instruction begins. Canvas shells opened earlier to increase communication ahead of semester.
4. Committee Evaluation of Effectiveness Results (All)
   Discussion:

a. S. Burnett over the past 3-4 years DEC has been around there must be a greater presence on campus. Online education requires FLEX training, best practices, OEI Rubric training, faculty exploration of Third-Party Apps (i.e. Flipgrid, Snaggit, etc.), and participation in the DE Conference each summer.

b. Student Orientation essential for success in future semesters.

5. Spring FLEX (All)
Discussion:

a. Not yet ready as a Committee. Announcement for Canvas Academy is enough for now.

b. K. Zamiska indicates agenda has shifted a bit and we do not need to feel pressure. Microsoft 365 will be shared as a technical aspect of the breakouts. Other College wide plans take precedent over technology only focus.

6. Curriculum and Assessment (Michael Bobo)
Discussion:

a. M. Bobo continues to sit on Curriculum and Assessment to help bridge DEC with other groups in the College. Distance Education proposals are managed by the District Curriculum Committees; however, DEC needs more say in this process.

7. Accreditation 2020 (Damon Nance)
Discussion:

a. D. Nance Standard II B requires greater planning and data collection in Spring. Need to have faculty and student voices in this process. NetTutor is crucial to demonstrate compliance. Qualitative and quantitative reports and data both should be examined in Spring 2019 and Fall 2019 in preparation for Spring 2020. Library, LRC, and SI team is working on this as well.

8. Good of the Order
Discussion:

a. A. Moore, G. Graham, K. Zamiska have schedule conflicts in Spring 2019.

b. M. Bobo requests support for Minutes.

c. DEC will discuss membership responsibilities further in March with our quorum.

d. Winter meetings TBA for Accreditation with District Distance Education Administration and for Assessment collaboration with Norco Assessment Committee.

e. Need to address capacity for OL sections. Requires more work to make videos and files accessible, setup SLOS and gradebooks, prepare lessons, grade assignments, comment on discussion boards, reply to individual emails and ensure learning through assessment. Faculty have larger load than a face-to-face class. Cap sizes should be 30-40 not 40-50 since students are not ready for online learning and drop frequently.

Next meeting: Wednesday, March 20, 2019 (3:00-4:15 PM)