Norco College

Distance Education Committee Meeting Agenda

Wednesday 05/15/19

3:00 PM-4:15 PM

OC-116

Attendance

Members Present: Michael Bobo (A&H), Toren Wallace (A&H), Raul Alameida (ASNC), Tom Wagner (B&M), Damon Nance (Library), Sarah Burnett (SBS), Amy Kramer (SBS), Sandra Popiden (SBS), Brian Johnson (STEM), Suzanne Witmer (STEM)

Guests: Sam Lee (Norco VPAA), Sheila Pisa (RCCD), Sean Ulbert (RCCD)

Schedule Conflicts: Kara Zamiska (SBS), Glen Graham (STEM), William Ibekwe (STEM)

Action Items

1. Approval of the Agenda
   a. B. Johnson moves
   b. T. Wallace seconds
   c. All favor, 0 oppose, 0 abstain
2. Approval of the Minutes from 04/17/19
   a. S. Burnett moves
   b. S. Popiden seconds
   c. All favor, 0 oppose, 1 abstain (A. Kramer)
3. Second Reading of AP 4105
   a. Certification and Duration of approval are both topics of discussion since DE Addendums are approved and not revisited for most courses in the Curriculum
   b. Canvas LMS should be used by all faculty as a best practice to ensure faculty receive training, to provide Section 508 compliance, to align with best practices in RCCD and OEI
   c. Canvas LMS should be same for face-to-face and online students regarding Course quality standards and Section 508 compliance
   d. District wide use of LMS requires more centralization of policies and procedures since Norco does not have administrative responsibility for Canvas LMS
   e. Cooperation is key to our success with all 3 colleges in the District
4. Second Reading of Summary of Regulations for Regular and Substantive Contact for Distance Education
   a. Student to student contact is a new initiative in addition to Title 5 §55204 Instructor Contact
   b. ADA Section 508 compliance must be addressed as well
   c. Training is key for faculty in design, assessment and accessibility

      d. Currently District requires opt-in for Canvas LMS to ensure training for all faculty using the LMS

      e. Spreadsheet of trained faculty tracks progress for College wide training

5. Second Reading of [RCCD Guide to Recommended Best Practices to Achieve Regular and Substantive Contact in Distance Education](#)

      a. Supports AP 4105 with examples for faculty to better communicate with students

      b. Committee needs to review over summer before voting in Fall 2019

6. Decision on DE Course Approval Process

      a. District and Colleges Curriculum Committees and DECs need to work this out

      b. DE Committee should examine proposals early in the process

      c. DE member should sit in at Tech Review once the DEC has approved initial proposal

Discussion Items

7. Distance Education Committee Report to Academic Senate (Michael Bobo)

      a. M. Bobo presented [Spring Report to Senate](#) at the May 16, 2019 meeting

      b. Membership and goals updated to reflect priority of AY 2019-2020 Accreditation

      c. Fall FLEX events will help educate faculty in lieu of the March 2020 visiting team to support training in

8. District News (Dr. Sheila Pisa)

      a. [Proposed Timeline](#) to aid in Accreditation visits for AY 2019-2020

      b. Pilot Program in Fall 2019 from RCCD will see how this tool works for students and faculty

      c. RCCD Best Practices for Course Design will be finalized and disseminated to train faculty and promote buy-in

          i. Based upon OEI rubric with RCCD branding

          ii. Question of Accessibility (Section D) in OEI Rubric

          iii. Current draft includes Sections A-C from OEI Rubric

      d. Geoffrey Dyer, Cheryl Aschenbach and Conan McKay wrote ["Title 5 and Distance Education: Is Separate Course Review Enough?"](#) for the ASCCC which apprises DE faculty Title 5 §55200-55210 revisions including:

          i. §55200 focus on ADA Section 508 compliance

          ii. §55202 classes in DE is the preferred term not courses

          iii. §55204 increased expectations for instructor-student and student-student contact. As in a face-to-face experience, faculty need to be present and communicative more than a boiler plate course approach with standard text and duplicated responses

          iv. §55206 DE Addendums must have details regarding means to make up loss of face-to-face contact, ADA Section 508 compliance, how to achieve course outcomes, DE Committee approval and oversight

9. Feedback on Smarter Measure (Amy Kramer)

      a. A. Kramer examined Smarter Measure in the Quest for Success to consider how it may impact onboarding of new students

b. Courses should be opened earlier than the first week to allow students time to become familiar with Quest for Success and complete the assessments
c. Counseling is concerned about the timing of implementation of Smarter Measure in light of EduNav launch
d. Smarter Measure might be better implemented as a prerequisite to enrollment in online courses
e. This raises an issue with District curriculum – CORs would need to be changed
f. We need District implementation of Smarter Measure to make this an effective tool for all students since online students come from all three colleges

10. Good of the Order
a. R. Alameida raised valid point of student training in Canvas. Instructional videos on how to use Canvas and how to participate in online courses would be greatly appreciated
b. Introduction module is key to student success in the first week of each online course in addition to assessment tools like Smarter Measure
c. DE Addendum must be revisited in Fall 2019 for District wide approval
    i. Approval of Addendums is once for all
    ii. DE Addendums not revisited so boiler plate language is crucial
    iii. Emails should be revisited in light of ACCJC visiting team reviewing Canvas classes with Instructor access to the single class
    iv. Emails are not archived by District
    v. Canvas inbox messages are not visible to visiting team
d. Curriculum and Distance Education need to work together with Senate in Fall 2019 to expedite Board approvals of policies
e. Fall faculty meetings and trainings will be scheduled
f. Each DEC member needs to promote best practices and disseminate information to departments and disciplines during the Fall 2019 campaign

Next meeting: Wednesday, September 18, 2019 (3:00-4:15 PM)

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.