

Norco College

Distance Education Committee Meeting Agenda

Wednesday 9/18/19

3:00 PM-4:15 PM

OC-116

Members Present: Damon Nance (A&H), Michael Bobo (A&H), Vivian Harris (A&H), Marissa Iliscupidez (A&H), Walter Stevens (A&H), David Chaney-Pineda (ASNC), Bryan Medina (ASNC), Lori Namazi (B&M), Tom Wagner (B&M), Dana White (B&M), Suzanne Witmer (STEM), Sandra Popiden (SBS)

Members Absent/Schedule Conflicts: Estrella Romero (A&H) / Glen Graham (STEM), Sarah Burnett (SBS)

Guests: Sheila Pisa (RCCD)

(3:00-3:15) Information Items

1. Review Committee Membership (All)
 - a. M. Bobo and D. Nance co-Chair
 - b. M. Bobo takes Minutes; however, members are encouraged to consider taking this responsibility
 - c. STEM and SBS are welcomed to add more representation AY 2019-2020
 - d. A&H has added V. Harris and W. Stevens
 - e. ASNC appointed D. Chaney-Pineda and B. Medina as voting members
 - f. B&M added D. White
 - g. Counseling traded A. Kramer with M. Iliscupidez
 - h. Members leaving W. Ibekwe (STEM), B. Johnson (STEM), K. Zamiska (SBS)
2. Committee Norms and Expectations (Michael Bobo)
 - a. With ACCJC visit in March 2020, DEC members will need to actively discuss and vote on all documents sent to Curriculum Committee, Academic Senate and Board of Trustees
 - b. Members should relay information to their constituents in the College including faculty, staff and students
 - c. Members should attend DEC hosted events
 - d. Members are welcome to submit agenda items and proposals
 - e. Members should represent Distance Education in other College Committees and Councils
3. [AY 2019-2020 Timeline for Approvals](#) (Sheila Pisa)
 - a. Votes on AP 4105, Guide to Best Practices, Summary of Regulations and Permission to Use Faculty Materials will aid in the movement of policy through the College and District approval process
 - b. Addendum Team needs to meet in October to propose changes to District Curriculum
 - c. Chancellor's Office recommends Addendum review on a 4 year cycle along with other Curriculum which needs to be discussed in District Curriculum and Distance Education Committees.
 - d. Proposed DE Addendum review is not the same cycle as Assessment review in 6 year cycles and Program Review in 3 year cycles
 - e. S. Pisa has a shared folder for DE Addendum examples to be used in this review process by RCCD Addendum Team members

- f. Accessibility Team needs to meet in October and November to further refine RCCD Accessibility Plan for Academic Senate and Faculty Associate approvals in December 2019 or February 2020
 - g. ALLY is a document scanner inside Canvas to alert faculty regarding issues in Accessibility
 - h. Accessibility Team and RCCD DE staff will support training RCCD faculty in tools inside Canvas like ALLY, Canvas Accessibility Checker and UDOIT
4. [ISER Draft](#) Feedback to Kris Anderson (Michael Bobo)
- a. All emailed feedback should be sent to Kris Anderson after rereading ISER content related to Distance Education
 - b. Michael Bobo confirmed to Kris that all updated documents have been included in the current draft
 - c. ISER will need to be updated once the Curriculum Handbook has been approved and the DE documents have been sent through their proper channels

(3:15-3:45) Action Items

1. Approve September Agenda
 - a. W. Stevens Moves
 - b. V. Harris Seconds
 - c. All in Favor, 0 Opposed, 0 Abstain
2. Approve [Minutes from May 15, 2019](#)
 - a. D. Nance Moves
 - b. S. Popiden Seconds
 - c. 8 Favor, 0 Opposed, 4 Abstain (Chaney-Pineda, Harris, Iliscupidez, Medina)
3. Approve [AP 4105](#)
 - a. V. Harris Moves
 - b. D. Nance Seconds
 - c. All in Favor, 0 Opposed, 0 Abstain
 - d. Discussion: Online Teaching Conference input on student to student interaction will require future revisions to AP 4105, but current version is approved as is. This codifies existing practice without adding any new requirement to approve DE Addendums more than once. DE stands as a Sub-Committee of the Academic Senate independent from Curriculum as is.
4. Approve [Guide to Recommended Best Practices](#)
 - a. V. Harris Moves
 - b. S. Popiden Seconds
 - c. All in Favor, 0 Opposed, 0 Abstain
 - d. Discussion: DEC will need to discuss what happens with IOI if this regulation is not followed. Requires Memorandum of Understanding with Faculty Association to implement.
5. Approve [Summary of Regulations](#)
 - a. D. Nance Moves
 - b. B. Medina Seconds
 - c. All in Favor, 0 Opposed, 0 Abstain
6. Postpone [Permission to Use Faculty Materials](#)

- a. B. Medina Moves
 - b. V. Harris Seconds
 - c. All in Favor, 0 Opposed, 0 Abstain
 - d. Discussion: D. White recommends a two-party signature. Concerns for course roll over schedule since content may be populated without faculty consent if an instructor changes before the semester. Copying courses requires authority from course creator to use by new instructor. Content is not automatically available or permitted to use.
7. Motion to extend 10 minutes
- a. B. Medina moves
 - b. V. Harris seconds
 - c. All Approve, 0 Oppose, 0 Abstain

(3:45-4:15) Discussion Items

1. NetTutor Survey and Event 9/12/19 (Damon Nance)
 - a. 134 students took a NetTutor survey. Many skipped to end of survey so feedback is very limited. Library website links to NetTutor.
 - b. Faculty need to promote this free service to help all students in Canvas since it is under contract as required by ACCJC to support online student population with free, available tutoring.
 - c. Seven faculty met to see a demonstration of NetTutor by a regional representative hosted by Norco College Library and DE Committee
 - d. NetTutor is available to all students for 24/7 tutoring
 - e. D. Nance, M. Bobo and S. Popiden attended as DE member representatives
 - f. NetTutor representative has been invited to return for the November Brown Bag on 11/7
2. FLEX and Brown Bag Discussion 9/5/19 (Michael Bobo)
 - a. Twelve faculty met to discuss course design, assessments, accessibility and regular and substantive contact
 - b. M. Bobo, S. Burnett and S. Popiden attended as DE member representatives
 - c. Faculty expressed desire to continue conversation about workload, College and District support, technical difficulties, etc.
 - d. Brown Bag items will support DE agenda items in monthly Committee meetings
 - e. Next Brown Bags will meet in IT-218 and Zoom (10/3, 11/7 & 12/5)
3. Good of the Order (All)
 - a. Accessibility concerns
 - i. Face-to-face courses have DRC support for Accessibility, but DE courses require faculty to make documents, pages, and media accessible without support
 - b. Associate Faculty support
 - i. Memorandum of Understanding with Faculty Association needs to consider the Associate Faculty workload in teaching online and Hybrid courses
 - ii. Pay for training is recommended for Associate and Full Time Faculty due to the added responsibility and workload for Accessibility
 - c. District Distance Education and Technical Support
 - i. Derek Moore will support faculty with Technical issues each week in OC-102 or CACT-2

- ii. Sean Ulbert will support with Instructional Development, training and best practices as previously
- iii. Chris Blackmore supports faculty with IT issues and problems

Next meeting: Wednesday, October 16, 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.