Norco College

Distance Education Committee Meeting Agenda

Wednesday 03/18/2020

3:00 PM-4:15 PM

Via Zoom due to COVID-19 Closure

Attendance: Michael Bobo (AHWL), Sarah Burnett (SBS), Vivian Harris (COM), Marissa Iliscupidez (COM), Sandra Popiden (SBS), Walter Stevens (AHWL), Dana White (BEIT), Suzanne Witmer (SCI-KIN)

Guest: Dr. Greg Ferrer (DRC)

Action Items

1. Approve March Agenda
   a. W. Stevens moves
   b. S. Popiden seconds
   c. **All Approve**

2. Approve Minutes from February 19, 2020
   a. S. Popiden moves
   b. S. Burnett seconds
   c. **6 Approve**, 3 Abstain

3. Approve AP 4105 February Update
   a. W. Stevens moves with recommendations
   b. V. Harris seconds
       i. Consideration of AP 4020
       ii. Consideration of Course Approval Process
       iii. Strengthen training language
       iv. Grandfathering of Spring 2020 courses in approval process
       v. Streamlined process of DE Addendum
   c. **All Approve**

4. Approve Distance Education Handbook with DEC edits
   a. W. Stevens moves
   b. S. Burnett seconds
   c. Discussion:
       i. Add Norco College Online
       ii. Distance Education Committee raised higher in Table of Contents
       iii. Currently meets third Wednesday of month
       iv. Table of Content Reorganization (Faculty User-Friendliness)
       v. Committee (Omit occasional meetings)
       vi. Strategic Planning
       vii. Faculty vs. Students Headers

        viii.   Accessibility Plan ALLY
        ix.   Remove Phone numbers & personal names - Focus on email addresses
        x.   Accommodations for faculty
        xi.   DRC statement related to students

1. Real-time lecture interpreting etc.
2. UDL Training
3. Record classes and transcribe when possible
4. Self-identify with DRC/DSS
5. Faculty receive verification from DRC/DSS
6. Faculty meet students where they are
7. Resources online/on-campus
8. Greg Ferrer included

        xii.   Data placed in Annual Report
        xiii.   P. 13 remove Open Campus
        xiv.   Setup TechSmith Account for free close captioning

d. All favor, 0 opposed, 0 Abstain

Norco College Discussion Items

1. Transition to Online Instruction Round Table (All)
   a. 280 extra computers available to help students with PC access
   b. Contact DRC for real time interpreting setup in Zoom
   c. Zoom created accounts to confirm for all faculty
      i. Step by step vide for Zoom
      ii. Rules for Zoom Conferences
   d. TechSmith access video
      i. Administratively approved public video to be shown widely
      ii. Watch for nuances for trial and error
      iii. Training videos not always workable
      iv. Students watch video for points
   e. Contribute E-Resources additions by DE Committee members
   f. Close caption lecture
   g. Multiple video captures
   h. Cannot require Zoom lectures for extended periods

2. Accreditation 2020 Findings (All)
   a. Motion to table S. Popiden
   b. Second W. Stevens
   c. **All Approve**

3. Good of the Order
   a. Roles & Goals for Fall 2020
      i. **Faculty Co-Chair will be vacant in Fall 2020 – desire leader from inside DEC membership**
      ii. Need permanent Distance Education webpage
      iii. Need Math Representation

iv.   Need permanent leadership in College – VPs, Deans, Chairs
    v.   Need permanent presence in Councils
   vi.   Pedagogically sound training
  vii.   Showcase Instructional Designers
 viii.   Faculty leads in DE with Reassign Time
   ix.   School lead for DE with Pathways
    x.   Schedule Zoom with Dr. Green, Dr. Lee, Dr. Pisa
   xi.   Talk to RCC and MVC to collaborate
  xii.   Need District Support
 xiii.   Need Dean of Instruction of Distance Education
  xiv.   Need ASNC voices
   xv.   Models for Sharing out
b.   Recommendation for consortium Membership needs to be included in Handbook
c.   Saturation point with communication
d.   S. Burnett with setup Google Doc for Quick Tips

Next meeting: April 15, 2020 via Zoom

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.