

DE Committee Meeting

Thursday, October 12th

12:50PM-1:50PM

Meeting Minutes

[Zoom Link](#)

MEMBERSHIP

- Ryan Hitch (Humanities and Languages) – Faculty Co-Chair
- Peggy Campo (Dean) – Administrative Co-Chair
- Bibiana Lopez (Math, Engineering, Computer Science & Game Development)
- Sandra Popiden (Social & Behavioral Sciences)
- Caroline Hutchings (Math, Engineering, Computer Science & Game Development)
- Sharise Tronti (School of Natural Sciences, Health and Kinesiology)
- Laura Adams (Social & Behavioral Sciences)
- Kristin Rigby (Communication, Humanities and Languages)
- Aaron Hall (ASNC Rep)

VISITORS

- DJ Hawkins (Assistant Director, Instructional Design)
- Melissa Wilson (Social & Behavioral Sciences)
- Sara Nafzgar (Communication, Humanities, and Languages)
- Miguel Castro (Communication, Humanities, and Languages)
- Tim Mount (Communication, Humanities, and Languages)

Oct 12, 2023 Meeting Minutes

ITEM	TIME
<ul style="list-style-type: none">● Welcome<ul style="list-style-type: none">● Approve October Agenda<ul style="list-style-type: none">○ First: Laura○ Second: Caroline○ Status: Approved● Approve May Minutes<ul style="list-style-type: none">○ First: Caroline○ Second: Bibiana○ Status: Approved● Approve September Minutes<ul style="list-style-type: none">○ First: Laura○ Second: Sandra○ Status: Approved	<p>12:50PM-12:55PM</p> <p>About 5 Minutes</p>

<ul style="list-style-type: none"> ● DEC Chair <ul style="list-style-type: none"> ○ Sandra Popiden has graciously volunteered to replace Ryan Hitch as DE Chair through the end of his term, Spring 2024. ○ For this to become official, we need to hold a vote ratifying this decision: <ul style="list-style-type: none"> ▪ First: Laura ▪ Second: Kristin ▪ Status: Approved 	<p>12:55PM-1:05PM</p> <p>About 5 Minutes</p>
<ul style="list-style-type: none"> ● DEC Updates <ul style="list-style-type: none"> ○ POCR Working Group <ul style="list-style-type: none"> ▪ Next Meeting: Tuesday, October 31st, 11am-12pm via Zoom. ○ DEC Informational Fliers <ul style="list-style-type: none"> ▪ CVC, RSI, District Resources, etc. ○ Report of Effectiveness Presentation <ul style="list-style-type: none"> ▪ Delivered in Senate on October 2nd. ▪ Mostly positive feedback. ▪ Where can we locate more information on DEC and its alignment with the college? ○ Survey of current reassign time positions <ul style="list-style-type: none"> ▪ Could use DEC assistance. 	<p>1:05PM-1:20PM</p> <p>About 15 Minutes</p>

<ul style="list-style-type: none">● Improvement of Instruction Canvas User Role Permissions<ul style="list-style-type: none">○ We have been asked to provide input on lol Canvas User Roles. This is something that had previously been decided on prior to my time as Chair, but not acted upon. More information will be provided during the meeting.○ Permissions are being discussed. Initial recommendations had a couple of errors. Corrections have been recommended.○ Follow up will occur to determine where we are in the approval process.	<p>1:20PM- 1:30PM</p> <p>About 10 Minutes</p>
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- **DE Certification**

- I'd like to take a moment to gather any feedback on the DE Certification process that was announced during Fall FLEX this year.

- Any personal experiences? Any stories from colleagues or department meetings? Any confusion we can clarify? Obstacles we can mitigate?

- This is not a re-certification. We are certifying. There are 1,702 faculty in the current round who will be contacted via email regarding the need to complete to certification process by December 2024.

- If faculty have been certified in another district, or have completed a combination of @ONE courses, or have had a course approved via a local POCR review, there will be a process for obtaining equivalency.

- In the RCCD Camp, your course is not reviewed. It contains modules with instructional resources and multiple submission assignments.

**1:30PM-
1:40PM**

About 10
Minutes

<ul style="list-style-type: none">● <u>Future DEC Topics</u><ul style="list-style-type: none">○ Anyone should be able to use the link to contribute ideas before this month's meeting.○ We will use this time to either discuss ideas added or add ideas to the list in real time.<ul style="list-style-type: none">■ Show and tell■ Sharing new tools■ Hybrid classes■ Legal issues (privacy, merged courses, etc.)■ Charter alignment, deliverables, measuring success, etc.● Share with schools<ul style="list-style-type: none">○ Do you have any feedback on Proctorio? Using it? Any problems?	<p>1:40PM-1:50PM</p> <p>About 10 Minutes</p>
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Next Meeting: Thursday, November 9th, 12:50PM-1:50PM in IT 202

Distance Education Committee

Purpose

The Distance Education Committee develops guidelines for distance education courses and recommends to the Senate policies and procedures for best practices in distance education preparation, training and professional development of faculty, and training students to support their success in online learning. The committee advises strategic planning committees on institutional needs and best practices for distance education to best support faculty's ability to teach in an on-line environment and recommends to the college, and the district, requisite tools needed by the faculty to teach effectively in an on-line mode.

Charge

The Distance Education Committee is primarily responsible for assisting faculty in the creation and implementation of well-designed courses that utilize current on-line teaching approaches, and best practices, taking into consideration the wide range of diversity in our student body and ensuring that courses are equity minded and supportive of students' needs.

The committee will engage in the institution's collaborative efforts to close all identified student equity gaps (Goal 3 EMP) in the on-line environment by identifying and connecting with external, internal, and district resources; providing professional development opportunities; and connecting with established campus resources, sources of support, and the district.

Zoom Invite

Hitch, Ryan is inviting you to a scheduled Zoom meeting.

Topic: Norco College - Distance Education Committee (DEC) Meeting

Time: Oct 12, 2023 12:50 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://rccd-edu.zoom.us/j/4064802392>

Meeting ID: 406 480 2392

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