

# DE Committee

Thursday, March 14<sup>th</sup>, 2024

12:50-1:50

Meeting Minutes

## Membership

- Sandra Popiden (Faculty Co-Chair, Social & Behavioral Sciences)
- Courtney Doussett (Dean) – Administrative Co-Chair
- Ryan Hitch (Communication, Humanities and Languages)
- Bibiana Lopez (Math, Engineering, Computer Science & Game Development)
- Laura Adams (Social & Behavioral Sciences)
- Eric Doucette (Business and Management)
- Sharese Tronti (School of Natural Sciences, Health and Kinesiology)
- Aaron Hall (ASNC Representative)

## Visiting Attendees

- Araceli Covarrubias (Communication, Humanities, and Languages)

## Meeting Agenda

### 1. Call to Order

### 2. Action Items

#### 2.1 Approval of Agenda

- First: Laura Adams
- Second: Eric Doucette
- Status: Approved

#### 2.2 Approval of DEC Meeting Minutes from November 9, 2023

- First: Sharese Tronti
- Second: Bibiana Lopez
- Status: Approved

#### 2.3 DE Teaching Certification for Full-Time Cohort Timeline

- First: Laura Adams
- Second: Bibiana Lopez
- Status: Approved
  - Notification email sent prior to the week of finals (Mid/End of May)
  - Timeline begins 7/1/24 and ends 6/30/25
  - About 90% of full-time faculty will be in this cohort.
  - Part-time faculty won't received notification and do not currently have a due date.

- Committee members should communicate this information in department meetings and with part-time faculty members. Anyone with training from other districts or through @ONE should submit their information to see if it meets the certification criteria.

#### 2.4 Option for Expanding Access to RCCD Canvas Course Design Camp

- First: Laura Adams
- Second: Sharese Tronti
- Status: Approved
  - Offered tuition free to Norco Community through the Extended Learning Program.
  - New faculty could gain certification prior to being hired in the district. Currently new faculty only have full access a few days before their first term starts.
  - This can also create opportunities to provide support to other educators within our community.

#### 2.5 Timeline for POCR Process and Website Creation

- First: Bibiana Lopez
- Second: Eric Doucette
- Status: Approved
  - Review and discussion of the timeline document.
  - Request to change “Ally” to “district accessibility tool”
  - Request to change “shared Google document” to “shared document”

#### 2.6 POCR Special Project Funding Request – MoVal and Saddleback POCR Processes

- First: Laura Adams
- Second: Bibiana Lopez
- Status: Approved
  - DEC reviewed processes from Moreno Valley & Saddleback.
  - Saddleback has a robust process that better prepares faculty for the POCR process, has funding more alignment with the work required to go through review, and is a proven model. They’ve rapidly scaled up the number of POCR approved courses.
  - DEC wants to emphasize the need for a sustainable funding and positions to support POCR.
  - DEC proposes collaborating with POCR teams at RCC and MoVal to learn from their experience and develop a proposal that will work for all three colleges.

### 3. Discussion Items

#### 3.1 POCR Workgroup Updates

##### *POCR Funding – Options to Explore*

- Discussed potential funding options, including District DE, CTE Perkins grant for CTE courses, Study Equity and Achievement program funds, Faculty Professional Development funds, or OER funds for courses that are ZTC.
- Suggestions:
  - Allow participants to choose whether they want to be paid for completing POCR process or submit to PG & SL for salary column increase (AP 6160)
  - Offer Flex credit

- Use in place of other types of institutional service. During POCR, the faculty member would meet service obligations.

#### *POCR Lead & POCR Workgroup Meeting*

- Plan to schedule a meeting for the Spring 2024 semester
- Attend Academic Senate Meetings to support POCR development

### 3.2 Solicit Input from Departments: DS Online Tool Utilization, Renewal Preferences, and Desire for DE Training & Support

- Reviewed the list of district supported online tools with contracts up for renewal
- Turnitin currently uses 46% of this budget from district DE. We pay per FTES, even though the majority of faculty do not use Turnitin. DE is searching for alternatives, but Turnitin is the market leader for a reason.
- DEC members should discuss online tool utilization within departments. We have a large number of tools, though most are only used by a smaller subset of faculty.

## 4. Information Items

### *4.1 Online Teaching Conference*

- If you would like to attend, add this to your Program Review and apply for Professional Development Funds.
- Also consider adding support for the POCR Process to your Program Review.

## 5. Future Agenda Items

- POCR Quality Review Process & Funding
- Associate Faculty Certification
- NC DE Website Updates
- DE Tool Utilization and Renewal Process
- Future OL/Hybrid/HyFlex Training, Flex, & Brown Bags
- New Zoom AI Note Taking Tool
- FERPA Compliance for Merged Sections

## 6. Good of the Order

## 7. Adjournment

## 8. Next Meeting

- April 4<sup>th</sup>, 2024