DE Committee Minutes

Thursday, April 4th, 2024

12:50PM-1:50PM, IT 124

Meeting Minutes

[Zoom Link](#)

LOCATION: Information Technology Building (IT), Room 124

MEMBERSHIP

- Sandra Popiden (Faculty Co-Chair, Social & Behavioral Sciences)

- Courtney Doussett (Dean) – Administrative Co-Chair

- Bibiana Lopez (Math, Engineering, Computer Science & Game Development)

- Laura Adams (Social & Behavioral Sciences)

- Caroline Hutchings (Math, Engineering, Computer Science & Game Development)

- Eric Doucette (Business and Management)

- Kristin Rigby (Communication, Humanities, and Languages)

- Sharese Tronti (School of Natural Sciences, Health and Kinesiology)

- Aaron Hall (ASNC Representative)

VISITORS

- Ryan Hitch (Communication, Humanities, and Languages)

- Emiliano Vid

AGENDA

1. Call to Order

2. Action Items

2.1 Approval of Agenda

o First: Eric

o Second: Kristin

o Status: Approved

2.2 Approval of [DEC Meeting Minutes](#) from March 14, 2024

o First: Laura

o Second: Bibiana

o Status: Approved

2.3 [DE Teaching Certification](#) for Associate Faculty

- Completion of the 16-hour Canvas Course Design Camp within 1 fiscal year, likely by June 2025

- Faculty Association approved $750 for CE Camp to be paid to Associate faculty following Camp completion

- Subsequent re-certification will be 6 hours of DE PD within 3 years.

o First: Kristin

o Second: Laura

o Status: Approved

2.4 Google Form Option for Gathering DE Tool Feedback

- **[DE Tool Utilization Google Form](#)**

- DEC voted to approve sending out a "DE Tool Utilization" survey to help inform the upcoming tool renewal decisions

- Initially to be sent to DEC members, then Norall

- Recommendation to request that chairs request faculty feedback through department meetings and outreach to Associate faculty to survey as many faculty members as possible.

- Request for district to provide DEC data regarding faculty usage and cost of DE tools.

o First: Caroline

o Second: Eric

o Status: Approved

3. **Discussion Items**

3.1 POCR Workgroup Updates

o Future POCR Meeting:

- DEC members discussed and agreed to schedule a May meeting for this DE POCR sub-committee.

- The request for the official date(s) to meet will be made after the May DE Chairs meeting.

- Clarification is required regarding the degree of alignment among the 3 colleges' local POCR processes and funding models. As well as the requests for college and district level support to increase the college's competitiveness on the CVC Exchange and attract new enrollments and OL revenues.

o POCR Senate Request for Support (Fall 2024)

- Timeline update on previously passed motion to develop a local POCR process at Norco College.

- DEC members discussed the upcoming request for NC Senate's support and approval for the establishment and funding of a robust local Peer Online Course Review (POCR) process at Norco College in Fall 2024.

- This will include a compensation model for the NC local POCR reviewers and faculty who choose to have their course(s) submitted for a NC POCR review.

- The fall 2024 timeline allows the college to prepare a cohort of faculty that can have their course(s) certified as "Quality Reviewed" to prepare the college to be competitive as we become a CVC "Teaching College" likely in fall 2025.

- The "QR" designation increases OL enrollment on the exchange, as such courses are displayed first in the CCC - California Virtual College Exchange (CVC Exchange). This "QR" verification status, along with OER and tutoring designations, make the college's courses more competitive. This has the potential to increase enrollment in Norco College's online courses, as the Exchange is open to students throughout the CCC system.
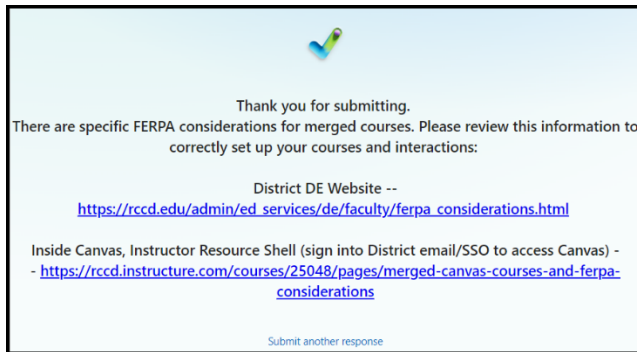
o POCR Special Project Funding Request – MoVal and Saddleback POCR Processes

- NC DEC continues to have a strong preference for the more robust Saddleback POCR process and funding model.

- Discussions are ongoing with RCC and MoVal DEC chairs to determine if they are also in favor of utilizing the Saddleback model, which has the most POCR "QR" courses on the CVC Exchange - driving significant growth in OL generated revenues for the college.

4. Information Items

4.1 Course Merge Sections and FERPA Considerations and Guidelines for Compliance

- Added to the District DE Website: Merged Courses & FERPA Considerations

- Inside Canvas (requires SSO login and Canvas access): Merged Canvas Courses & FERPA Considerations

- The auto-generated email at the end of the Merge Request form will contain links to both of these resources. [Screenshot below]

Thank you for submitting.
There are specific FERPA considerations for merged courses. Please review this information to correctly set up your courses and interactions:

District DE Website --
https://rccd.edu/admin/ed_services/de/faculty/ferpa_considerations.html

Inside Canvas, Instructor Resource Shell (sign into District email/SSO to access Canvas) --
https://rccd.instructure.com/courses/25048/pages/merged-canvas-courses-and-ferpa-considerations

Submit another response

4.2 District DE Updates - None

4.3 Online Teaching Conference

- June 26-28, 2024. Long Beach Convention Center.

- Fill out the NC FPDC funding request form to request the college pay for the OTC conference attendance fee & mileage.

4.4 @One Webinars & @One Free Courses

5. Future Agenda Items

5.1 POCR Quality Review Process & Funding

5.2 NC DE Website Updates - NC Updating College Website in May 2024

5.3 DE Tool Utilization and Renewal Process

5.4 Future OL / Hybrid/ HyFlex Training, FLEX, and Brown Bags

5.5 New Zoom AI Note Taking Tool

6. Good of the Order

7. Adjournment

Meeting Schedule

DEC meets 2nd Thursdays of the month, 12:50-1:50 pm

· May 9th, 2024

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

Popiden, Sandra is inviting you to a scheduled Zoom meeting.

Topic: DEC Meeting

Time: April 4th 2024, 12:50 - 1:50 PM

Join Zoom Meeting

https://rccd-edu.zoom.us/j/86303023161?pwd=FON8l0LFCapaBLv57jIVPVDpYRG2Xb.1

Meeting ID: 863 0302 3161

Passcode: 287867

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• +1 346 248 7799 US (Houston)

• +1 646 931 3860 US

• +1 689 278 1000 US

• +1 929 205 6099 US (New York)

• +1 301 715 8592 US (Washington DC)

• +1 305 224 1968 US

• +1 309 205 3325 US

• +1 312 626 6799 US (Chicago)

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Passcode: 287867

Find your local number: https://rccd-edu.zoom.us/u/kcFHyzPdaV

Join by SIP

• 86303023161@zoomcrc.com

Join by H.323

- 162.255.37.11 (US West)

- 162.255.36.11 (US East)

- 115.114.131.7 (India Mumbai)

- 115.114.115.7 (India Hyderabad)

- 213.19.144.110 (Amsterdam Netherlands)

- 213.244.140.110 (Germany)

- 103.122.166.55 (Australia Sydney)

- 103.122.167.55 (Australia Melbourne)

- 149.137.40.110 (Singapore)

- 64.211.144.160 (Brazil)

- 149.137.68.253 (Mexico)

- 69.174.57.160 (Canada Toronto)

- 65.39.152.160 (Canada Vancouver)

- 207.226.132.110 (Japan Tokyo)

- 149.137.24.110 (Japan Osaka)

Meeting ID: 863 0302 3161

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