

DE Committee

Meeting Minutes

Thursday, Sept. 12, 2024

12:50PM-1:50PM, Location: NOC 102

[Zoom Link](#)

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)
- Sharese Tronti (Natural Sciences, Health and Kinesiology)
- Aaron Hall (ASNC Representative)

VISITORS

- Sara Nafzgar
- Anya Marquis
- DJ Hawkins
- Kara Zamiska
- Suzie Witmer
- Ted Jackson
- Ryan Hitch
- Owen Johnson
- Miguel Castro
- Walter Stevens

AGENDA

1. Call to Order

o Welcome & Introductions

2. Action Items

2.1 Approval of Agenda

o First – Laura Adams

o Second – Caroline Hutchings

o Status - Approved

2.2 Approval of [DEC May 9, 2024 Meeting Minutes](#)

o First – Caroline Hutchings

o Second – Bibiana Lopez

o Status - Approved

3. Action Item

3.1 [DE Charter Modifications](#)

o First – Eric Doucette

o Second – Bibiana Lopez

o Status – The charter was revised following DEC recommendations in the Spring 24 semester.

- All approved

3.2 [DE Report of Effectiveness](#)

o First – Caroline Hutchings

o Second – Laura Adams

o Status – Report focused on the work of the DEC related to POCR, FERPA, certification, etc.

- All approved

3.3 [POCR Process](#) and [RCC vs. MoVal Funding Models](#)

o First – Laura Adams

o Second – Caroline Hutchings

o Status – Financial comparisons were shared for the MVC and RCC POCR models. There are differences in the number of leads, reviewers, and resources for each model. Annual cost of current models is approximately \$28,000 with 3 reviews per semester.

The Saddleback POCR process was also discussed. The faculty getting their course reviewed Saddleback receive a larger stipend (approx. \$2,200) than the reviewers. The stipend for reviewers is significantly less. Saddleback is transitioning from 3 reviewers to 2 and only 1 lead. There is additional training for faculty before they engage in the full POCR process using a cohort model in an 8-week accessibility training course (theory and deliverables).

- Motion to pause the POCR Process until the DEC can gather information from RCC and MVC and have greater clarity about funding. - Approved

4. Discussion Items

4.1 DE Camp Certification Process & Support Options (ie. Module based)

- There is a concern about backlog. There was a recommendation to complete DE Camp as early as possible.
- FA has been advised by the union to pause working on DE Camp

4.2 Hybrid & HyFlex Support – FLEX & Brown Bag Training Options

5. Information Items

5.1 District Updates

o Active Shooter Training Canvas Module (22-Minute) for RCCD Students

- Rollout Potentially in Spring
- Aiming for 90 percent student completion rate

o [“RCCD Canvas Course Design Camp” Certification Updates](#)

- Reminder to departments & faculty of new DE Certification Requirement to teach DE courses.
- Faculty Association in negotiations with district, Camp is currently paused
- MOU Approved for \$750 Stipend for Associate Faculty
- Full time faculty have been notified of the June 30, 2025 deadline to complete the 16-hour DE Certification Camp.
- 390 faculty signed up; 90 active in district
- 890 yet to sign up; who are currently teaching online
- 10 Associate faculty completed DE Camp

O DE Tools Renewal Updates

Packback and Ally have not been renewed by district.

PopeTech is being used instead of Ally (for faculty).

Ally can be used by district staff to support faculty.

Packback – no longer supported

Pronto – We still have it. Decisions need to be made regarding funding.

DEC Meeting Schedule AY 2024 - 25

- **October 10, 2024**
- **November 14, 2024**
- **March 13, 2025**
- **April 10, 2025**
- **May 8, 2025**

You are invited to a scheduled Zoom meeting.

Topic: DEC Meeting

Time: Sep 12, 2024 12:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://rccd-edu.zoom.us/j/86039920996>

Meeting ID: 860 3992 0996

One tap mobile

+16694449171,,86039920996# US

+16699006833,,86039920996# US (San Jose)

Dial by your location

• **+1 669 444 9171 US**

• **+1 669 900 6833 US (San Jose)**

• **+1 253 205 0468 US**

• **+1 253 215 8782 US (Tacoma)**

Meeting ID: 860 3992 0996

Find your local number: <https://rccd-edu.zoom.us/u/kbxlrPXTWG>

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.