



NORCO COLLEGE

Distance Education Committee
Regular Meeting Minutes

Thursday, October 10, 2024
12:50pm - 1:50pm
NOC 102 & ZOOM

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)
- Kevin Osorno (Natural Sciences, Health, and Kinesiology)
- Owen Johnson (Visual and Performing Arts)
- Julieta Santana Ruelas (ASNC Representative)

VISITORS

- Cheryl Cox (Library)

DEC 10/10/24 MEETING MINUTES

1. Call to Order - 12:53pm

- 1.1. Welcome & Introductions

2. Action Items

2.1. Approval of Agenda

- First - Caroline Hutchings
- Second - Bibiana Lopez
- Status - Unanimous Approval

2.2. Approval of DEC Meeting Minutes from 9/12/2024

- First - Laura Adams
- Second - Eric Doucette

- Status - Unanimous Approval

2.3. NC Local POCR Proposal, POCR Process

- First - Courtney Doucette
- Second - Caroline Hutchings
- Status - Unanimous Approval
 - MoVal, RCC, Saddleback Models & Contra Costa College four local POCR Process Models were examined and compared.
 - Financial Comparisons were shared for the different POCR models of RCC and MVC.
 - Differences in compensations, including stipends for leads, reviewers, and resources, were also reviewed.
 - Discussion on the funding sources and the sustainability, robustness, scalability, return on investment, and long-term viability of local NC POCR processes.
 - There is currently no funding to continue the local POCR pilot projects at MoVal and RCC.
 - No college in the district is currently accepting POCR applications.
 - Funding remains an obstacle at all 3 colleges, as HEERF funds are no longer available and NC does not yet have an established POCR funding source.
 - The Saddleback model was discussed as a comparison
 - Faculty participant receive more funding & training
 - Saddleback's local POCR process provides a more comprehensive model and accessibility support.
 - It is the college with the most "Quality Reviewed" courses in the state, increasing their enrollment and competitiveness, on the CVC Exchange.
 - There is also a new Department of Justice 100% Accessibility for all digital content requirement, (impacting courses of all modalities), with a compliance deadline of 2026.
 - This makes supporting a local POCR process, (POCR QR courses are 100% accessible), providing faculty PD accessibility training, and support even more urgent needs in the district.
 - Need for stakeholders to strategic planning, prioritization, budgeting, and robust support to achieve compliance by 2026 & to become competitive in attracting new enrollment opportunities on the CVC Exchange.

3. Discussion Items

3.1. DE Tool Utilization Survey - Spring 2024 Survey Results

- Canvas Studio and Turnitin were the top two tools used and requested for renewal and training by faculty

3.2. RCCD Faculty Recertification Requirements & RCCD DE Course Design Camp

- Camp is on pause due to ongoing District & FA Negotiations
- NC currently does not have a local POCR process as an option for DE Certification
- RCC & MoVal's local POCR pilots are not accepting new applications due to a lack of funding for their local POCR team "Quality Review" certification processes either

3.3. Accessibility, RSI, Equity Planning - Spring / Fall Flex / Brown Bag

- Ideas included showing faculty all of the DE tools available to them
- Prioritizing accessibility first
- Hybrid and HyFlex teaching best practices

4. Information Items

4.1. District Updates

- DE Instructor Resources Canvas Shell & Fall Newsletter Available Now

4.2. Online Teaching Conference 2025, June 16-18, 2025

- Long Beach Convention Center
- Registration and the Call for Proposals will open in the Fall.

4.3. Norco College Professional Development Conference Funding Request

- Application Instructions & Request Form in Nuventive

4.4. @ONE Courses, [Webinars on AI](#), & Video Resources

- Free Webinars coming up on @ONE coming up within this and next month.
- [Humanizing in the AI Era](#): 11/13 @ 1pm
- [AI Assignments and Assessments](#) 11/18 at 3pm

5. Good of the Order

5.1. Discussion regarding IOIs and the use of "Observer" access for faculty conducting IOI Evaluations.

6. Adjournment - 1:52 PM

DEC Meeting Schedule AY 2024 - 25

- **March 13, 2025**
- **April 10, 2025**
- **May 8, 2025**

Distance Education Committee

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 the institutionalization of best practices in DE modalities. Examples include DE certification, accessible course design, and DE professional development training that supports faculty and student success at Norco College. The DEC also recommends to the college, and the district, requisite tools needed by faculty for effective, accessible, and equitable instruction.

Charge:

The Distance Education Committee is primarily responsible for making recommendations that assist faculty in the creation and implementation of well-designed courses. This includes the utilization of current online teaching approaches and best practices that take into consideration the wide range of diversity in our student body. Thereby ensuring that DE courses are equity minded and supportive of students' learning needs.

The committee will engage in the institution's collaborative efforts to close all identified student equity gaps (Goal 3 EMP) in the online environment. This includes professional development opportunities and identifying and connecting with internal, external, and district resources, tools and support.