

Draft Minutes

Norco College

Distance Education Committee Meeting

Thursday, 10/6/16

12:50-1:50

CSS 216

Members Present: Jan Muto, Walter Stevens, Jason Zamora (student), Ladylyn Dominguez, Patty Worsham

Guest: Rolando Regino, RCCD Director of Distance Education

1. Agenda approved
2. Minutes approved
3. Committee Chair update
 - a. Creating a listserv of all DE faculty to broaden input and facilitate information dissemination
 - b. Need to upload committee minutes, agendas, etc. to website. Jan will check with Dr. Farrar on the process
4. OEI Rubric
 - a. Please review for next meeting
 - b. Discuss whether or not we want to recommend adoption via Academic Senate
 - c. Based on statewide consultation with DE faculty
 - d. Document
5. RCCD Distance Ed Advisory Committee/Task Force
 - a. Two representatives from each college
 - b. Jan Muto and Tom Wagner from NC; Walter Stevens is alternate
 - c. First meeting in late October
 - d. Initial task to look at possible change of LMS from Blackboard to Canvas
 - e. Consultation on first DE conference: hold the date for 4/21/17
6. Review of Institutional Effectiveness survey data
 - a. DE committee scored 100% positive on all items
 - i. 100% Strongly Agree on
 - Clear purpose
 - Agendas & minutes
 - Agendas completed in the time allotted
 - Adequate information for decision making
 - ii. 80% Strongly Agree with 20% Agree on
 - Encourage member involvement
 - Collegial discussions
 - Participation is meaningful
 - Fulfilling the committee charge
 - Aligns with college mission
 - Satisfaction with committee performance

- iii. Recommendation
 - Meet virtually
- 7. 2016-17 Committee Goals
 - a. OEI Rubric
 - b. Focus on professional development for DE faculty
 - c. Review data on student demographics for DE classes to facilitate decision making
 - d. Communicate and identify online learning preparation of students
 - i. Current self-assessment on BB may not be sufficient
 - ii. Offer an online skills workshop?
 - iii. Need to look at effective models

Next meeting: Thursday, 11/3, 12:50-1:50 in CSS 219

The mission of the Distance Education committee is to recommend policies, procedures, and distance education training in order to institutionalize the best practices of a quality distance learning environment at Norco College.