



Newsletter

April 10, 2020

Hello Mustang Faculty,

During this COVID-19 break in our traditional classroom environments, Norco Online offers weekly newsletters designed to quickly highlight the news, resources and tips for you in this online transition. This week's edition is full of amazing content. Enjoy!

ASCCC NEWS

The Academic Senate of the California Community Colleges will host a series of small group discussions related to online education over the next two weeks from April 15-24. Visit their [Program page](#) for details. Topics include counseling online, DSPS online, incarcerated education online, laboratory modifications, public safety, online teaching (disciplinary focus groups), and more. We hope you will benefit from these Statewide opportunities to see what your colleagues are doing in their virtual environments to promote access, equity and success.

BREAKING NEWS!

Help is an email away! Faculty may request additional support with online course design and instruction from an additional **instructor or mentor**. Although you may not be in an Improvement of Instruction cycle, our current campus closure opens access to every course. This may be terrific news for faculty new to online education. Please complete the [online request](#) for additional instruction on the RCCD Distance Education [Faculty Forms page](#).

CURRICULUM NEWS

Since online education is *possible* in your discipline, you may want to know more about Distance Education curriculum. Please consider [attending via Zoom](#) an information session on **Monday, April 13th from 3:00pm - 4:00pm** hosted by the *California Community Colleges Chancellor's Office (CCCCO)*, the *Academic Senate for California Community Colleges (ASCCC)*, the *CCC Distance Education and Educational Technology Advisory Committee (DEETAC)*, and guests. Monday's discussion of the Temporary Emergency Blanket Distance Education Addendum for Summer and Fall 2020 will address your questions and concerns with an informed, authoritative point of view.

Once Norco's COVID-19 campus closure ends, courses may only be taught Online or Hybrid **if they have a Board approved Distance Education Addendum**. The Distance Education Addendum approval process involves your District discipline and Department documentation as well as a request in [CurriQunet](#) (login required). See page 64 of the [RCCD Curriculum Handbook](#) for the official policy. Norco College Curriculum Committee works under the direction of RCCD District Curriculum Committee. Together, these faculty bodies recommend courses to the Board of Trustees for Online or Hybrid instruction on a regular monthly basis during the Academic Year.

This current break in online curriculum policy is **not permanent or all-inclusive**. Consider submitting a Distance Education Addendum if you plan on teaching your current course Online or Hybrid in the future.

LIBRARY NEWS

Your students may need help with research or finding resources online. During and after regular Library hours, students may [chat with a Norco Librarian](#). See the Norco College Library [Virtual Assistance page](#) for current hours and availability. Schedules vary by semester.

TEXTBOOK NEWS

Did you know publishers have made their textbooks and materials available to Norco College students online? Visit the Norco College [Free Access to Electronic Textbooks](#) page for details. If your textbook is available online, notify students who do not have a textbook in their homes.

TUTORING NEWS

Norco College has [tutoring appointments available](#) as well as drop-in tutoring via [Zoom](#). After hours, students may continue to use [NetTutor](#) located in their Canvas courses on the left navigation bar.

ZOOM NEWS

Since many of us use Zoom to record lectures or host online office hours, please visit the recent update on [In-meeting Security Options](#). If you want to ensure your meetings do not get Zoom bombed, this is an essential resource. You may also visit the [TechConnect Support page](#) if you have other questions or issues with your Zoom user experience.

ABC's in Online Education

In order to support your continued implementation of best practices in online education, here's another installment in our alphabetic series – the **GHI's** of online communication.

G – Grouping students promotes collaborative work in content and conversations you design. Since the classroom is now online only, Canvas small groups encourage students to support one another in their learning. Instructors do not have to do all the teaching. Let small groups foster learning as you would have done previously in your classroom. *It is not recommended for students to share social media information with one another since this communication is entirely outside the classroom context.* Instead,

[organize or allow self-assigning of small groups](#) in the People page of Canvas to assign students study buddies or conversation partners.

H – Holding regular weekly or bi-weekly office hours to communicate with students, to answer questions and to reassure students you care. Your students enjoy hearing your voices in more ways than lecturing. That's why most signed up for a classroom setting in which you speak often. Now that we are online only, set aside time to talk to students in [Pronto](#), [TechSmith Relay](#) or [Zoom](#).

I – Inbox offers private or small group conversations outside the course content which is great for more intimate discussions. On campus, office hours allow students to disclose their challenges to you in full confidentiality. *Discussion boards are not the best place for this to occur in the online classroom.* Use [Canvas Inbox](#) to identify students who are not logging in or whose performance has shown a decline in vigor. You may choose their name or choose a small group of students' names in the Messages and let them know you care. A personal inbox message demonstrates you know they are not as enthusiastic. It is an extra way to ensure all students have the support they need to succeed.

May your week be full of **regular, healthy communication** with your colleagues, your students and your communities. We are all in this together. Let's make the most of it!

In Solidarity,

Norco College Online

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[Distance Education Committee](#)

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