

Minutes
Norco College
Distance Education Committee
Meeting Tuesday 5/30/17
12:50PM-1:50PM
OC 102

Members Present: Jan Muto, Walter Stevens, Karin Skiba, Jason Parks, Araceli Covarrubias, Sandra Popiden

1. Agenda approved
2. Minutes approved
3. Committee Leadership & Membership for next year
 - a. Need greater representation from the faculty as a whole
 - b. Need co-chair for next year; Jan is willing to co-chair
 - c. Jason will review online faculty and work with department chairs to identify possible new members/future leaders
 - d. Jan will announce/recruit new members at fall flex and via email
4. Meeting time next year
 - a. Need more than college hour
 - b. Too many conflicts with college hour
 - c. Wednesday afternoon 4-5:15 proposed
 - d. Jan will send Doodle poll to members
5. Online Education Initiative rubric implementation plan
 - a. 2017-18 develop plan and training
 - b. Get funding/support for training
 - i. DoI/VPAA
 - ii. RCCD distance ed office
 - iii. Training schedule at Norco and online
 - iv. Solicit input from students (ASNC)
 - v. Kick-off with the faculty—full-time, part-time
 - c. Training sessions & one-on-one coaching
 - d. Full implementation for Fall 2018

6. Input on DE proposals request from Curriculum Committee

- a. DE committee wants to have input
- b. Pass proposals for DE to the DE committee electronically
- c. DE committee make a recommendation to Curriculum Committee
- d. Jan will forward committee discussion to Brian

7. Adjourned at 1:54PM

Next meeting: tbd—Wednesday afternoon, first week in September