Norco College
Distance Education Committee Minutes

Wednesday 5/16/18

3:00 PM-4:15 PM

OC 102

Members Present: Damon Nance (co-chair, Library), Tom Wagner (co-chair, B&M), Autumn Parra (Student Rep.), Michael Bobo (A&H), Jan Muto (A&H), Sandra Popiden (SBS), Walter "Buck" Stevens (A&H)

Members Absent: Miguel Castro (Library), Dan Reade (A&H)

Guests: Greg Johansen (STEM), Ammanda Moore (A&H), Rolando Regino (RCCD), Sean Ulbert (RCCD)

1. Approval of the Agenda
    a. Walter motions
    b. Damon seconds
    c. All Approve

2. Opening discussion to allow Student Representative a vote in the Committee.
    a. Walter motions
    b. Tom seconds
    c. All Approve

3. Approval of the Minutes 10/18/2017
    a. Walter motions
    b. Michael seconds
    c. 4 Yeas, 2 Abstain (Jan, Autumn)

4. Accreditation 2020 (Damon Nance)
    a. Damon will be co-chairing a Committee for Accreditation 2020 Standard 2A which includes Distance Education. Visit the Steering Committees Website for full details. [http://www.norcocollege.edu/about/president/Accreditation/Pages/Accreditation-2020.aspx]
    b. Damon will seek faculty input regarding Distance Education. The draft report is due June 30th. DE Committee will need to review the draft and provide any feedback necessary.

5. Review of DE Committee Documents/Webpage (All)
   a. Tom will be working on the supporting documents listed on the DE Committee website over the summer. Members will need to provide input and support in the summer and fall semesters as requested.
   b. Walter reminded Committee of Accreditation 2020 impact of DE Committee website and resources. Need to remove references to Blackboard and update with Best Practices. Membership is an important aspect of this project. DE Committee members need to identify and participate in every meeting.
   c. Jan recommends a 2-year review of the Handbook and supporting documents.

6. Canvas Update (Rolando Regino and Sean Ulbert)
   a. Sean is happy to report an uptick in enrollments for the Online Canvas Academy for the summer semester. The OCA takes a few hours. Faculty will be presented with a Certificate for their training which also certifies Instruction in hybrid and Online courses in the District.
   b. Director Regino emphasizes Chancellor Isaac's recommendation that faculty be trained by the beginning of Fall. Courses should be converted and formatted by late Fall.
   c. The contract with Blackboard ends Dec. 31, 2018. RCCD has signed a 3-year contract with Blackboard to archive all courses for record keeping and quality control in the transition. However, Faculty should have their own archive course shells as Best Practice. See Blackboard Help for details. [https://help.blackboard.com/Learn/Instructor/Course_Content/Reuse_Content/Export_and_Archive_Courses]
   d. Courses take 2 months to convert and prepare before teaching when moving from Blackboard to Canvas. The importing of content is fast, but every course needs to be redesigned due to the differences in user interfaces.
   e. Deans, Chairs and IDS need to verify Faculty training before scheduling hybrid or online courses.
   f. DE Committee email to Faculty recommended to rally support. Fall FLEX announcement important.
   g. Walther suggested a Report to the Academic Senate as well to bolster support for Faculty Canvas buy-in.
   h. Rolando indicated the District will be building Templates for disciplines to setup in Canvas to expedite course setup in Spring 2019.

7. Canvas Training and Preparation (Tom Wagner)
   a. Tom emphasizes the need for time and development. Faculty should have OCA Certificate for future courses and shells.
   b. Department Chairs should be encouraging OCA in Fall meetings.
   c. OEI and Best Practices will shape the next Academic Year's Committee work.
   d. Walter emphasizes Sean Ulbert's role in the College. Every Faculty needs to know Sean and use the resources in the Professional Development Center in LIBR G 101.

8. Online Learning Consortium Membership Discussion (All)
    a. Rolando presented the 114 CCC's agreement to OEI and move to Canvas as the State Learning Management System. Course Exchange provides Online College. So far 6 CCC's have opted-in to the Consortium. Students choose a home college but can take courses in any member College. RCCD has been invited to join.
    b. Committee discussed the challenges of funding and the general reluctance at Norco College to participate.
    c. Jan raised the issue of low student enrollment and no clear funding formula for members who opted-in.
    d. Rolando concurred the process is slow. RCCD is undergoing many changes with a new Chancellor and new Vice Chancellor, Educational Services & Strategic Planning.
    e. Walter emphasized need to clean up Norco College first before extending outward.
    f. Jan suggested State direction is vital before we vote yes.
    g. Jan moves to vote No for OLC Membership
    h. Walter seconds
    i. All in Favor
    j. Motion passes to vote No for OLC Membership

9. Good of the Order
    a. Jan raised the Anaheim Online Teaching Conference 2018 in Anaheim, CA. Committee should have participation next year with Academic Senate support. See website for details.
    [http://onlineteachingconference.org/]
    b. Jan, William Ibweke, Patty Worsham, Laura Adams and Jason Parks attended previously and found it very helpful to discuss strategies and collaborate with area Faculty in Best Practices.
    c. Rolando recommended *Excellent Online Instructor* by Rena M. Pallof and Keith Pratt for all Faculty to read and consider before teaching their next hybrid or online courses.
    d. Jan raised the need for stronger representation in the Professional Development Committee by DE members to build bridges and communication for training and development in the Canvas transition in Fall 2018.

Meeting Adjourned 4:15pm

Next meeting: Wednesday, September 19 from 3:00-4:15 PM