

Norco College
Distance Education Committee Meeting Minutes
Wednesday 04/17/19
3:00 PM-4:15 PM
OC-116

Statement of 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 best practices for distance education.

Members Present: Damon Nance (Library), Michael Bobo (A&H), Toren Wallace (A&H), Suzanne Witmer (STEM), Sarah Burnett (SBS), Sandra Popiden (SBS)

Members Absent/Schedule Conflicts: Ammanda Moore (A&H), Tom Wagner (B&M), Glen Graham (STEM), William Ibekwe (STEM), Brian Johnson (STEM), Maria Adams (SBS), Amy Kramer (SBS), Kara Zamiska (SBS)

Guests: Sheila Pisa (RCCD), Sean Ulbert (RCCD)

Action Items

1. Approval of the Agenda
S. Burnett moves | S. Popiden seconds | All approve (0 no, 0 abstain)
2. Approval of the Minutes from 03/20/19
S. Burnett moves | S. Witmer seconds | All approve (0 no, 0 abstain)

Discussion Items

3. Annual Survey of Effectiveness Results (All)
 - a. Positive aspects:
 - i. General contentment with transition in leadership between Tom, Damon, and Michael in the 2017-2018 and 2018-2019 Academic Years.
 - ii. Committee has been pleased with the leadership and the direction we are taking to grow distance education and to work with Dr. Pisa's office at RCCD.
 - iii. Positive feedback on Canvas migration according to the members present.
 - iv. Sean's trainings and collective efforts with District and College has been a valued asset and made the migration rather seamless.
 - b. Discussion and concerns:
 - i. Desire for greater support from the Administration for online scheduling and development of programs.
 - ii. Past leadership changes and present indecision has been challenging in keeping members and momentum.
 - iii. Question role Norco plays in the scope of the District.
 - iv. Caution against future direction of Committee as a rubber-stamping process if course approvals take our attention from weightier matters of educating faculty on best practices and sharing our discoveries in development and implementation of Canvas in face-to-face and online courses.

- v. IOI for DE instructors raises future conflict with Faculty Association. Requires an MOU with FA to provide greater influence in IOI with best practices from the District and Online Education Initiative.
- 4. Big Us Plan Final Draft (All)
 - c. DEC read draft and included edits for equity, men of color, foster youth and success.
 - d. Include point of support for faculty attending conferences and development of courses.
 - e. Change language from Online Education Initiative to RCCD Best Practices Guidelines.
 - f. Include faculty inquiry and learning communities.
 - g. Include development of degree programs for online students.
 - h. Include merits and andragogy in online education.
 - i. Include focus upon support and training in Canvas use for new and current students.
- 5. District News and Feedback (Dr. Sheila Pisa & Michael Bobo)
 - a. AP 4105
 - i. Fall 2019 goal to submit final draft to Board for approval.
 - ii. Training required to have Canvas shell created.
 - iii. Necessary Board Policy to increase the role of online education, faculty training, and to define the relationship between distance education and curriculum in the course development process.
 - b. Summary of Regulations for Regular and Substantive Contact for Distance Education
 - i. Class interaction is key. Instructors need to be active on discussion boards, Canvas chat, grading comments, Zoom conferences, or announcements to demonstrate online contact in lieu of face-to-face contact.
 - ii. Email is outside class time and cannot be viewed by Accreditation team. Faculty need to archive emails if teaching online as best practice. Email is usually per student.
 - iii. Contact needs to be with whole class as much as possible.
 - iv. Third-party apps are usually not seen by Accreditation team. Comments to students in Turnitin are not visible.
 - c. RCCD Guide to Recommended Best Practices to Achieve Regular and Substantive Contact in Distance Education
 - i. Mildly edited by S. Pisa and should be circulated in District DE Committees for feedback. Need a second reading and discussion in May.
 - d. Best Practices for Course Design
 - i. Developed by S. Pisa and should be circulated in District DE Committees for feedback. Rebranded OEI Rubric with RCCD logos to help buy-in.
 - e. Smarter Measure
 - i. Tabled for next meeting. Amy Kramer will report reaction from Counseling.
- 6. Good of the Order
 - a. Fall FLEX training for all faculty on Regular and Substantive Contact. Michael requested time from PDC for an afternoon session. S. Popiden emphasizes general session time, too. As a member of PDC, she will talk to PDC in future meeting.
 - b. Need to understand catch phrases from Curriculum Committee to help in Distance Education course design.

Next meeting: Wednesday, May 15, 2019 (3:00-4:15 PM)