

Norco College  
Distance Education Committee Meeting Agenda  
Wednesday 3/21/18  
3:00 PM-4:15 PM  
OC 102

Members Present: Michael Bobo, Miguel Castro, Damon Nance (co-chair), Autumn Parra, Sandra Popiden, Walter Stevens, Tom Wagner (co-chair)

Visitors: Maria Adams, Jan Driver, Rolando Regino, Sean Ulbert

Absent: Jan Muto, Dan Reade

1. Approval of the Agenda
  - a. Moved: Stevens
  - b. Second: Wagner
  - c. Approved: Unanimous
  
2. Approval of the Minutes 10/18/2017
  - a. Nance: Committee electronically approved minutes on 10/24/17
  
3. RCCD Distance Education Update (Rolando Regino)
  - a. Update on Canvas Training in District
    - i. 25%-50% training in District on Canvas which varies by discipline and campus
    - ii. District strongly encourages completion of training Spring semester
    - iii. Faculty need to complete **2 hours** Canvas Training for certification
    - iv. Course conversion averages **30-40 hours** from BB to Canvas
    - v. District needs **2 month** cushion for implementation in Fall and for the end of the year rush to setup Spring 2019
    - vi. Faculty should redesign their courses and improve their shells during Fall semester
    - vii. Fall courses converted and shells created in June
    - viii. Demand has increased for online instruction. Target moved since more Web Enhanced (WE), new hires and Associate faculty prefer online instruction
  - b. Distance Education Conference April 20, 2018 at RCC
    - i. District hosts Canvas training for Region IX Colleges (Imperial, College of Desert, Chaffey, Mt. San Jacinto, UCR)
    - ii. 6 Canvas workshops: 4 beginner, 2 advanced
    - iii. Training staff, faculty, DE Committee members will attend
    - iv. District will provide support for recording welcome videos used in Canvas shells for all attendees. Professional recording with Teleprompters and 2-minute scripts to welcome online students for each course taught.
  - c. Learning Glass Technology
    - i. UCR will attend conference to demonstrate Learning Glass, which allows professors to write on a glass that flips the image for students to read in real

time. Saves time spent with back turned to class. Live in face-to-face or recordable for online lectures. Helps student focus, comprehension and retention of materials.

- d. Blackboard Archive contract
  - i. Blackboard (BB) contract ends **December 31, 2018**
  - ii. District allows Faculty access to BB courses, content, grades for 3-year period from January 1, 2019-December 31, 2021. Useful for course design, but Faculty should keep archival copies of course shells for own use as well.
  - iii. Wagner asked about ease of transition.
  - iv. Regino emphasized the common need for course redesign due to interface issues between BB and Canvas
  - v. Ulbert indicated Vincent and Derek duplicated BB shells with tests only to help transition key content without as much work redesigning the remaining content which did not import well
  - vi. Ulbert clarified a simple 3 step process to import BB shells and will be available in person or online to help Faculty with this process
  - vii. Ulbert discussed the ease of cut and paste between windows as another possible transition between BB and Canvas shells for text based content

#### 4. Canvas Update (Sean Ulbert)

- a. 130 Faculty signed up for training to date
- b. 86/130 or 66% completed training at Norco
- c. 297 DE Faculty in total
- d. Ulbert offers weekly workshops in person and online
- e. Contact his office for any assistance. Only 39 Fridays left before Fall semester ends and BB contract is over.

#### 5. VoiceThread Integration with Canvas (All)

- a. Ulbert described VoiceThread integration to allow recorded messages to students as a 3<sup>rd</sup> part App in Canvas
- b. Allows slide show function to comment on the slides and interact with images or videos as Faculty would do in the classroom
- c. Nance contacted agent for trial. \$14,700 contract, \$2,500 active user license with service tier \$999/user. No account limit. Up to 300 users.
- d. Stevens compared it to Adobe Spark. Open sourced. Committee should research as an alternative to Voicethread. It is slide based. Stevens records mini-lectures with notations for BB students.
- e. Ulbert indicated there would need to be a contract with the District for cheapest rates
- f. Stevens suggests tabling discussion for future meeting

#### 6. Good of the Order

- a. Stevens requests permanent position for Ulbert at Norco to support DE Faculty

- i. Regino indicates the changing nature in the District with a new Chancellor and vacant position at Vice Chancellor for Educational Services. Chancellor Isaac dictates positions of senior administration. Commitment to increase transfers, Guided Pathways, Career Technical Education. Changes at State level with Chancellor Oakley also make long-term decisions difficult. District knows the need to make the DE classes a priority for student success.
  - ii. Stevens reiterates need for a permanent position to help instructional design, training and technical support
  - iii. Wagner emphasizes need for uniformity and dependability
  - iv. Regino replies that Organization Chart will be determined and no final decisions at the District until Chancellor Isaac maps out positions for DE Coordinator, Instructional Designers, etc. as indicated by the District Strategic Plan
- b. Wagner proposes an update to DE course manual
  - i. Difficult with rapid pace of technological change
  - ii. Support for Ulbert or permanent position to facilitate training for all Faculty
- c. Popiden raises conversation about Best Practices, Professional Development and support from District versus Norco College PDC
  - i. Regino and Ulbert emphasize the local need for Faculty at Norco to participate in the training of each other as well
  - ii. PDC and DE Committee need to coordinate FLEX activities
  - iii. Regino encourages Faculty to contact Ulbert and use services from District extensively to help make this Canvas transition a true success. Faculty should be aware and involved in pedagogy since District focuses upon technical support and implementation
  - iv. Moreno Valley Faculty involved in training each other and creating course design tools
- d. Stevens raises issue of compensation for course conversion
  - i. FLEX or stipend proposed to help in the transition
  - ii. Regino indicates Associate Faculty have compensation of \$55.19/hr for training
- e. Stevens recommends review of DE handbook at next meeting
- f. Popiden asks District about master list of apps and subscriptions
  - i. Ulbert will research and provide support
  - ii. District contracts with CCCConfer, Turnitin and Adobe Connect
- g. Wagner recommends newsletter for disciplines to support students in reaching local colleges as he did with Real Estate students connecting to law firms, local colleges and realtors. Discuss at future meeting for Canvas brainstorming.

Meeting Adjourned 4:10pm

**Next meeting: Wednesday, April 18 from 3:00-4:15 PM**