

Norco College
Distance Education Committee Meeting
Wednesday 9/19/18
3:00 PM-4:15 PM
OC 102

Members Present: Tom Wagner (co-chair, B&M), Michael Bobo (A&H), Ammanda Moore (A&H), Sandra Popiden (SBS)

Members Absent: Damon Nance (co-chair, Library), Miguel Castro (Library), William Ibekwe (STEM)

Guests: Sean Ulbert (RCCD)

Action Items

1. Approval of the Agenda
 - a. Michael moves
 - b. Sandra seconds
 - c. All Approve, 0 No, 0 Abstain
2. Approval of the Minutes 5/16/2018
 - a. Sandra moves
 - b. Ammanda seconds
 - c. All Approve, 0 No, 0 Abstain
3. Approval of Michael Bobo as Committee Co-Chair (All)
 - a. Tom moves
 - b. Sandra seconds
 - c. All Approve, 0 No, 0 Abstain

Open Discussion

Tom and Damon welcome added involvement in leadership during this transitional year from Blackboard to Canvas. Michael has worked with Canvas during the past 5 years in three College Districts. He has been in these transitions and will be happy to support faculty in addition to the Instructional Designer position. Professional Development Committee and Distance Education Committee collaboration essential to assist faculty in developing course shells and maintaining best practices.

4. Recommendation/Resolution to Extend Contract for Instructional Designer & Hire Permanent Position (All)
 - a. Michael moves
 - b. Ammanda seconds
 - c. All Approve, 0 No, 0 Abstain

Open Discussion

Sean's contract ends December in conjunction with the transition to Canvas which is very inopportune for the College. Dr. Regino retired July before the Instructional Designer position at Norco could be finalized. Director of Distance Education needs to be filled by District. Board Approval of Dr. Susan Mills as Vice Chancellor of Educational Services and Strategic Planning. Dr. Mills is serving as Interim Director of Distance Education. Norco would be the only College without an onsite representative for faculty concerns regarding Canvas. DE Committee does not have the expertise that would be required with such a vacuum. The Committee values Sean Ulbert and the Instructional Designer position in general immensely in this period of transition and move from training in Canvas to development of courses. Tom emphasized the work Sean has done over summer as an

example of the value he brings. Committee agrees the need to draft a joint letter to Dr. Lee to recommend a permanent full-time Instructional Designer position.

Five points of emphasis for Instructional Designer position at Norco presented by Sandra Popiden

- i. Norco needs a viable Distance Education program (Accreditation Standard II B)
- ii. Norco DE Committee has recommended joining the California Community College OEI Online College which places the local College in the position of maintaining its own Distance Education in conjunction with the District
- iii. Position is vital in the early stages of faculty support to maintain best practices according to Online Education Initiative (OEI)
- iv. Issues and questions concerning Canvas User Interface and training of new faculty each Academic Year requires a full-time, on-site position
- v. DE requires continued training and support for professional development which position could provide if located full-time permanent at Norco with cooperation by Professional Development Committee

Information Items

5. Canvas Update (Sean Ulbert)
 - a. Moreno Valley had peer review for faculty over summer to help interface on Canvas course design. Sean would like to do this at Norco in the coming months once faculty have been trained and Blackboard is retired
 - b. FLEX Day Canvas Academy was success. Around 25-30 faculty received their Canvas Training and Distance Education Certification in one day.
6. Canvas Conversion and Progress (Tom Wagner)
 - a. 60% of faculty trained in Canvas Academy. High Priority for faculty teaching OL and HYBRID first. Cannot teach Winter or Spring without Canvas Certificate.
 - b. Sean sends out weekly messages for training. 2-3 hours online or 3-1 hour face to face meetings in the Professional Development Center
 - c. Department meetings in October should remind faculty to complete Canvas training before December
 - d. Faculty need to be patient with Canvas Certificate from District. Gabriela will mark DE status within a week. Wait for emailed certificate from her.
7. Good of the Order
 - a. Need to Recruit members from STEM and ASNC. Members will reach out to their Department and to Academic Senate for support. Michael will create a Meeting Announcement to help with next meeting participation from a larger pool of faculty.
 - b. Sean will circulate URLs for Canvas Support from the Community site for all faculty.
 - c. Michael will attend the District website training to keep Committee site updated regularly once the new website launches in October.
 - d. Need to invite members from Professional Development Committee to discuss year end push for faculty training in Canvas.
 - e. RCCD recommends 3C Media close captions for faculty introduction videos for each Canvas course. All faculty should take advantage of this grant funded option for best practice.

Next meeting: Wednesday, October 17 from 3:00-4:15 PM