

Norco College
Distance Education Committee Minutes
Wednesday 03/20/19
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), Brian Johnson (STEM), Suzanne Witmer (STEM), Sarah Burnett (SBS), Amy Kramer (SBS), Sandra Popiden (SBS)

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

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

Action Items:

1. Approval of the Agenda
 - a. D. Nance moves
 - b. S. Popiden seconds
 - c. All approve
2. Approval of the Minutes from 11/21/2018
 - a. S. Popiden moves
 - b. M. Bobo seconds
 - c. 5 Approve, 0 Oppose, 3 Abstain

Discussion Items:

3. District Update (Dr. Sheila Pisa)
 - a. Accreditation 2020
 - i. S. Pisa circulated 2 key documents to be edited and updated in preparation for the Accreditation team visit in Spring 2020.
 - o *Summary of Regulations for Regular and Substantive Contact for Distance Education*
 - o *RCCD Guide to Recommended Best Practices to Achieve Regular and Substantive Contact in Distance Education*
 - ii. Visiting teams particularly pay attention to instructor-student contact listed on pages 3 and 4 of the best practices document.

- iii. Changes need to be approved by College and District Curriculum Committees throughout as currently written. S. Pisa visited District Technical Review Committee to begin this conversation about the future of DE course approvals. The relationship between Distance Education Committees and Curriculum Committees varies by College. There needs to be a larger conversation about this process and whether Distance Education should approve and evaluate DE courses in the District.
 - iv. Canvas allows instructor contact via the following means visible to visiting Accreditation team members: 1) Gradebook comments, 2) Discussion Board posts, 3) Announcements, 4) Faculty Journal, 5) Notes on scheduled CConferZoom meetings in Canvas
 - v. Messages in Canvas are not visible to visiting Team members. Comments on Turnitin or third-party applications are not visible.
 - vi. M. Bobo emphasized Norco College's position that emails should be included in the list of approved means of Regular and Substantive Contact as discussed in a recent meeting with Curriculum Committee members.
 - vii. B. Johnson proposed archiving emails in preparation for this as a best practice for DE faculty teaching in Fall 2019. Emails would have to be archived and provided by Faculty whose courses are selected for review by the Accreditation Team.
 - viii. District recommends 2 or more means of contact for best practice. Regular and effective contact should not merely be Canvas messages or Outlook emails to ensure a favorable report from the visiting Team. Multiple points of contact lessen College and District tasks in data mining or faculty archiving.
- b. Accessibility Tools
- i. Blackboard ALLY scans documents in Canvas to see their Accessibility for ADA Section 508 compliance.
 - ii. UDOIT and Canvas Accessibility Checker examine page content and video compliance.
 - iii. Faculty should use these tools when creating and administrating their courses each semester.
- c. District Workgroups
- i. Creation of workgroups to consider Evaluation and Training, District DE Handbook and Student Orientation and Success.
- d. Canvas shells for OCA certified faculty
- i. OCA is the baseline for Web Enhanced, Hybrid and Online courses in Canvas.
 - ii. District plans summer pilot to create shells for all OCA trained faculty.
 - iii. Single sign-on starting Summer 2019 for all students and faculty. New landing page for Canvas is the Portal page which includes 25 Live, Canvas, eTrieve, and Office 365.
[\[https://go.rccd.edu/ layouts/PG/login.aspx?ReturnUrl=%2Fsso%2Fdefault.aspx\]](https://go.rccd.edu/layouts/PG/login.aspx?ReturnUrl=%2Fsso%2Fdefault.aspx)

- e. Online Student Readiness
 - i. Quest for Success has a module called Smarter Measure to help faculty and students understand the nature of online learning.
 - ii. This includes a well-rounded set of questions to help prepare students for DE courses (i.e. work-life balance, typing test, study tips, non-cognitive inquiry, family support). Report allows students to consider their readiness for DE courses. May be included in Canvas shells and part of the first week exercises for DE courses before instruction to promote retention and student success. Data collected on Smarter Measure courses would clarify direction in future Academic Years.
 - iii. Tool for DRC students also possible use at Norco.
 - iv. S. Pisa will circulate credentials to DEC for comments and feedback in April 17th meeting.
- 4. Big Us Distance Education Plan (Michael Bobo)
 - a. M. Bobo will circulate second draft via email and Google Documents for comment. April 17th meeting will include a vote on the final edits. Final draft must be submitted to Dr. Reece by the last week of April.
- 5. Additional Monthly Meetings (Michael Bobo)
 - a. M. Bobo proposed additional meetings to help with Norco College DE matters and District participation in workgroups for RCCD Handbook, Student Support Services for DE, and DE Evaluation of Courses and Training of Faculty.
- 6. Good of the Order
 - a. DE may consider process for course approvals if District changes direction of approval and evaluation process. Mt. San Jacinto requires 20% course creation before approval. As best practice, training should include course development to help streamline course approvals by Norco DE proposals.
 - b. Need Academic Senate support for these changes of relations.
 - c. Improvement of Instruction is key element of DE that must be discussed with care considering Faculty Associations in District.
 - d. Future conversation should consider DE and Program Review and the collection and evaluation of data for Norco online and hybrid courses.
 - e. M. Bobo will circulate Academic Senate Survey of Effectiveness. Discussion of results will be included in April 17th meeting.

Next meeting: Wednesday, April 17, 2019 (3:00-4:15 PM)