Norco College

Distance Education Committee Meeting Agenda

Wednesday 02/19/2020

3:00 PM-4:15 PM

OC-116

Attendance:

Members Present: Damon Nance (A&H), Michael Bobo (A&H), Vivian Harris (A&H), Suzanne Witmer (STEM), Dr. Sarah Burnett (SBS), Dr. Sandra Popiden (SBS)

Members Absent/Schedule Conflicts: Dr. Estrella Romero (A&H), Walter Stevens (A&H), Dana White (B&M), Marissa Iliscupidez (SBS), David Chaney-Pineda (ASNC)

Guests: Kris Anderson (A&H), Dr. Sam Lee (VPAA), Bibiana Lopez (STEM), Dr. Sheila Pisa (RCCD), Sean Ulbert (RCCD)

(3:00-3:05) Action Items

1. Approve February Agenda
   a. D. Nance moves
   b. W. Stevens seconds
   c. All approve by e-vote on 2/27/2020

2. Approve Minutes from November 20, 2019
   a. D. Nance moves
   b. W. Stevens seconds
   c. All approve by e-vote on 2/27/2020

(3:05-3:45) Norco College Discussion Items

3. Accreditation 2020 (Dr. Sam Lee and Prof. Kris Anderson)
   a. K. Anderson handed out the Quick Guide Accreditation 2020 for review and discussion in preparation for the March 2-5 ACCJC Team visit
   b. Focus on the College's Mission in both versions included in the Quick Guide
   c. ISER handed out for review on Distance Education related to Distance Education evidence on page 65
   d. Focus on the following areas of the ISER related to DE at Norco College
        i. Board Policy
        ii. Academic Policy
        iii. Curriculum Process
        iv. DE Course assessment
        v. Program Review
        vi. Security
        vii. Online Student Support Services
   e. Concentrate on evaluation, improvement and planning in the discussions and responses to Team member questions in the Distance Education ACCJC interview
   f. How does DE accomplish College level standards of DE?
   g. Improvement of Instruction process provides oversight and quality control

    h. Curriculum Approval process from discipline to Committee to District

    i. WebAdvisor requires a TA Approval acknowledgment for all DE courses

    j. 3 Tasks for the ACCJC Team:

        i. Verify we meet the Standards

        ii. Offer feedback for the College

        iii. Report the findings and provided analysis

    k. Observers have been added to the online classes chosen for observation to verify Regular and Substantive Contact

        i. Observers cannot add, edit or delete content

        ii. Observers do not have access to email, but Norco Administration will help to post archived emails for added support

    l. Areas of Improvement for Norco College and District include Board Policies, Distance Education Addendum, Training and Improvement of Instruction

    m. Areas for potential discussion emphasis and plans ahead

        i. Outcomes and Assessment

        ii. Online English Labs

        iii. Accessibility Plan

        iv. Smarter Measure Assessment

        v. TechSmith Relay

        vi. Wellness Center

    n. New Gradebook launched Winter 2020 will help with some issues related to grading and student contact for those who are struggling

4. ASNC Update (David Chaney-Pineda)

    a. No report.

(3:45-4:15) RCCD Discussion Items

5. District News (Sheila Pisa and Michael Bobo)

    a. The following areas for potential discussion emphasis and plans ahead should be emphasized with the ACCJC visiting Team:

        i. [Canvas Course Template](#) (Canvas Login Required)

        ii. [Quest for Success Pilot](#) (Canvas Login Required)

        iii. [TechSmith Relay Pilot](#) (Canvas Login Required)

        iv. [OER, Zero Cost Texts, Equity and Pathways Canvas Course](#) (Canvas Login Required)

    b. Discussion on Consortium Membership

        i. Membership requires a Self-Assessment

        ii. DE needs to bring to Senate a decision on Membership

        iii. Senate Resolution to join OEI-CVC

        iv. Membership provides access to Ecosystem tools like Cranium Café, Campus Calibrate, NetTutor for faculty and students according to their constituencies

        v. Benchmarks required:

            1. Introduction to Teaching in Canvas through @One,

            2. use of OEI Rubric for Course Design, and

            3. Peer Online Course Review on campus

      vi. 10% faculty should earn badges each year

     vii. District plans for future RCCD DE leadership will be discussed at a later date

   viii. 50% of Colleges are in Course Exchange already

         1. Home College earns the Completion credit

         2. Teaching College earns the FTES

      ix. Students can register in CVC-OEI site or on the College website with future integration for members

       x. DE Checklist is based on OEI Rubric – circulate it to College faculty, departments and Schools

      xi. Seeking a culture of supportive Distance Education collaboration

     xii. Financial support is vital for faculty buy-in to this shift in online training and instructional delivery

6. [Draft DE Addendum](#) (Sarah Burnett)
   a. No update.

7. Accessibility Team Update (Dana White)
   a. No update.

8. Good of the Order (All)

Next meeting: Wednesday, March 18, 2020 (3:00-4:15 PM)

We will discuss Accessibility with DRC Director Greg Farrer, Kimberly Bell, and Matt Allen

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.