



Distance Education Committee Meeting Minutes

Wednesday 04/15/2020

3:00 PM-4:15 PM

Via Zoom due to COVID-19 Closure

Attendance: Michael Bobo (AHWL), Sarah Burnett (SBS), Vivian Harris (COM), Marissa Iliscupidez (COM), Sandra Popiden (SBS), Walter Stevens (AHWL), Dana White (BEIT), Suzanne Witmer (SCI-KIN)

Absent: Damon Nance (LIBR)

Guest: Dr. Sheila Pisa (Dean of Distance Ed, RCCD)

Action Items

1. Approve March Agenda
 - a. W. Stevens moves
 - b. V. Harris seconds
 - c. **7 Approve, 1 Abstain**

2. Approve Minutes from April 15, 2020
 - a. V. Haris moves
 - b. W. Stevens seconds
 - c. **7 Approve, 1 Abstain**

Norco College Discussion Items

1. Fall 2020 Membership and Roles – All
 - a. DE Leadership was discussed
 - i. Was decided one member should step up as Chair in Fall 2020
 - b. S. Burnett was nominated as Chair with unanimous approval
 - i. Has requested a later conversation on sharing roles for Fall, but accepted this responsibility
 - c. Norco College Online – M. Bobo
 - i. Reminder to all faculty to promote Norco Online and use in each Department and School

2. Accreditation 2020 Review – All
 - a. No report has been submitted yet

3. DE Addendum Update – All
 - a. Blanket DE Addendum Zoom (Statewide)
 - i. RCCD Needs to institutionalize DE Addendum
 - ii. COVID 19 has disrupted agendas
 - iii. IOI are big on the District agenda
 - iv. Curricunet kicking classes back due to them not being approved for DE
 1. Should be brought up at Curriculum Committee
 - b. DE Addendum approved on April 22nd - Passed Unanimously (via eVote)**

4. DE Handbook Update – M. Bobo
 - a. Final DE Handbook to be forwarded for Senate approval during their April 20 meeting

5. ASNC Update – David
 - a. No update

RCCD Discussion Items

1. District Update- Sheila Pisa
 - a. Main Focus- Accessibility
 - b. Meeting w/ Chancellor daily regarding Accessibility
 - c. Norco College has 12 Faculty signed up, 8 ready to be deployed as mentors
 - d. Faculty and Staff being recruited for repair efforts
 - e. Set up as MOU not SPR
 - i. 5 hours for mentor training
 - ii. Up to 30 for mentorship
 - f. Reports being downloaded daily with Ally scores and shared with VPs and Deans
 - g. Question by Sarah Burnett:
 - i. Will there be extra compensation for faculty?
 - ii. Sheila Pisa referred Sarah Burnett to Peter Boelman

Good of the order- 4:30 pm

Next meeting: May 20, 2020 via Zoom

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.