

DE Committee Meeting

Thursday, November 9th

12:50PM-1:50PM

DEC Meeting Minutes

[Zoom Link](#)

MEMBERSHIP

- Sandra Popiden (Faculty Co-Chair, Social & Behavioral Sciences)
- Peggy Campo (Dean) – Administrative Co-Chair
- Ryan Hitch (Communication, Humanities and Languages)
- Bibiana Lopez (Math, Engineering, Computer Science & Game Development)
- Laura Adams (Social & Behavioral Sciences)
- Eric Doucette (Business and Management)
- Sharese Tronti (School of Natural Sciences, Health and Kinesiology)
- Aaron Hall (ASNC Representative)

VISITING ATTENDEES

- D.J Hawkins (Assistant Director, Instructional Design)
- Caroline Hutchings (Math, Engineering, Computer Science & Game Development)
- Tim Mount (Communication, Humanities, and Languages)
- Melissa Wilson (Social & Behavioral Sciences)
- Sara Nafzgar (Communication, Humanities, and Languages)
- Miguel Castro (Communication, Humanities, and Languages)

- **Meeting Convened:** 12:52PM

- **Meeting Agenda:**
 - First: Ryan
 - Second: Bibiana
 - Changed were made to the membership roster, clarification on school membership, Eric Doucette is business representative, question about April 2024 meeting brought up.
 - Approved

- **Meeting Minutes:**
 - First: Ryan
 - Second: Bibiana

- Added Sharese Tronti.
 - Approved
- **IOI Canvas User Role:** (Does Norco DEC support the creation of this new role?)
 - First: Ryan
 - Second: Laura
 - Laura says this new role is needed for lol.
 - Eric asked about the difference between observer and this new Designer Canvas role.
 - DJ thinks we may be able to access discussions without posting, but it remains to be seen.
 - User Lists and Groups Lists are interconnected.
 - Does this role allow the observer to see feedback on assignments?
 - DJ says no access to grades to see everything, but you can see individual assignment feedback.
 - Is there a distinction for assignments generated within canvas versus external tools?
 - DJ says Person using this can see anything embedded in canvas.
 - Approved.
- **POCR Icon in Course Finder:** (Does Norco DEC support MVC DEC's efforts at adding a POCR Icon in Course Finder?)
 - First: Ryan
 - Second: Bibiana
 - Various members provided several pieces of input:
 - Support #2 icon with words of #1.
 - Don't want to complicate this for students that much.
 - Student-facing, not faculty-facing
 - Approved.
- **Local Norco College POCR Website Creation:** (Does Norco DEC support creating a local Norco College POCR website?)
 - First: Ryan
 - Second: Laura
 - MVC and RCC already have POCR process; websites are very similar.
 - Sandra explains the MVC POCR process.
 - Ryan says we need to clarify that this is "proposed" and that we're still waiting for permission.
 - Can we get clarification on the need to go through Senate.
 - Funding and formalizing a program.
 - Can we informally pilot this process at Norco?

- Because we want to formalize the process, request funding, and more, we want to avoid setting a precedent of doing the work for free.
 - Approved
- **POCR SPR Request:** (Does Norco DEC Support bringing a formal request to Academic Senate for POCR SPR?)
 - First: Ryan
 - Second: Bibiana
 - MVC: \$750 for faculty submitting their course, SPR for anonymous reviewers and mentors, 0.2 Reassign for POCR Lead.
 - Laura says we should consider a mentor role.
 - Sandra suggested that Carrie should come speak on POCR.
 - How does our POCR process work?
 - Two peer reviewers, one lead reviewer.
 - Mentor role could be an important resource for accessibility.
 - Tabled.
- **POCR Workgroup Update:**
 - Laura is Norco College's POCR Liaison and POCR workgroup lead.
 - Workgroup will meet in the spring.
 - Hybrid courses are not eligible for POCR.
 - DJ says hybrid courses could go through a similar process according to research she has done on other colleges.
 - Face-to-face and hybrid courses are not on the CVC-OEI Exchange.
 - Sandra is open to recommendations on how the POCR workgroup operates.
- **Information Items:**
 - DJ Hawkins provides information from the district regarding DE certification.
 - Certification is not based on the individual moment of the DE Camp completion and certification; instead, it involves faculty cohort dates.
 - 296 faculty certifications scheduled to be due by June 30, 2024 / 1,702 faculty due by December 31st, 2024
 - 203 faculty in camp, 87 FT, 116 PT / 3 Complete badges awarded
 - The DE Course Design Camp, POCR quality reviewed courses, and equivalencies from other colleges are ways to earn DE certification.
- **Meeting Adjourned:** 1:52PM

Meeting Schedule

DEC meets 2nd Thursdays of the month 12:50-1:50 pm in IT-208

- **March 14**
- **April 4**
- **May 9**

Distance Education Committee

Purpose

The Distance Education Committee develops guidelines for distance education courses and recommends to the Senate policies and procedures for best practices in distance education preparation, training and professional development of faculty, and training students to support their success in online learning. The committee advises strategic planning committees on institutional needs and best practices for distance education to best support faculty's ability to teach in an on-line environment and recommends to the college, and the district, requisite tools needed by the faculty to teach effectively in an on-line mode.

Charge

The Distance Education Committee is primarily responsible for assisting faculty in the creation and implementation of well-designed courses that utilize current on-line teaching approaches, and best practices, taking into consideration the wide range of diversity in our student body and ensuring that courses are equity minded and supportive of students' needs.

The committee will engage in the institution's collaborative efforts to close all identified student equity gaps (Goal 3 EMP) in the on-line environment by identifying and connecting with external, internal, and district resources; providing professional development opportunities; and connecting with established campus resources, sources of support, and the district.

Zoom Invite

Popiden, Sandra is inviting you to a scheduled Zoom meeting.

Topic: Norco College - Distance Education Committee (DEC) Meeting

Time: Oct 12, 2023 12:50 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://rccd-edu.zoom.us/j/4064802392>

Meeting ID: 406 480 2392

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