

Distance Education Committee

Thursday, Sept. 4, 2025

Agenda | Special Meeting

12:50pm - 1:50pm

NOC 102 & ZOOM

COMMITTEE MEMBERSHIP (Members 8; Quorum 5)

- Sandra Popiden (Faculty Co-Chair, Social & Behavioral Sciences)
- Roger Perez (Dean), Administrative Co-Chair
- Bibiana Lopez (Math, Engineering, Computer Science & Game Development)
- Laura Adams (Social & Behavioral Sciences)
- Caroline Hutchings (Math, Engineering, Computer Science & Game Development)
- Eric Doucette (Business and Management)
- Suzie Witmer (Natural Sciences, Health and Kinesiology)
- Sara Nafzgar (Communication, Humanities, and Languages)
- Silvio Castillo (ASNC Representative)

VISITORS

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AGENDA

1. **Call to Order**

- Welcome & Introductions
- Note-taker

2. **Action Items**

- **2.1. Approval of Agenda 9/4/2025**
- First –
- Second –
- Status –

- **2.2. Approval of Minutes (5/8/2025 DEC Meeting)**

- First –
- Second –
- Status –

- **2.3 RCCD DE Certification Peer-to-Peer Rubric**

- First –
- Second –
- Status –

3. Discussion Items

4. Good of the Order

5. Adjournment

DEC Meeting Schedule Fall 2025 (NOC 102)

- **Thu. Sept 4, 2025: 12:50pm-1:50pm (DEC Certification Meeting, NOC 102)**

- Join Zoom Meeting:
- <https://rccd-edu.zoom.us/j/83557299646?pwd=JKFPNYxwbjwXowwL3bUHHJ5tWzo4Os.1>

Meeting ID: 835 5729 9646

Passcode: 364074

- Thu. Sept. 11, 2025: 12:50pm – 1:50pm
- Thu. Oct. 9, 2025: 12:50-1:50pm
- Thu. Nov. 13, 2025: 12:50-1:50pm
- Thu. Dec. 11, 2025: 12:50-1:50pm

Distance Education Committee

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 the institutionalization of best practices in DE modalities. Examples include DE certification, accessible course design, and DE professional development training that supports faculty and student success at Norco College. The DEC also recommends to the college, and the district, requisite tools needed by faculty for effective, accessible, and equitable instruction.

Charge:

The Distance Education Committee is primarily responsible for making recommendations that assist faculty in the creation and implementation of well-designed courses. This includes the utilization of current online teaching approaches and best practices that take into consideration the wide range of diversity in our student body. Thereby ensuring that DE courses are equity minded and supportive of students' learning needs.

The committee will engage in the institution's collaborative efforts to close all identified student equity gaps (Goal 3 EMP) in the online environment. This includes professional development opportunities and identifying and connecting with internal, external, and district resources, tools and support.