



Distance Education Committee

Agenda | October 9th, 2025 | 12:50 pm |

Room: NOC 102 & [ZOOM](#)

COMMITTEE MEMBERSHIP (Voting Members 14; Quorum 8)

- 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)
- Anya-Kristina Marquis (Natural Science, Health and Kinesiology)
- Alexis Gray (Social and Behavioral Sciences)
- Melissa Wilson (Social and Behavioral Sciences)
- Cheryl Cox (Library Services)
- Tamara Cummings (Social and Behavioral Sciences)
- Silvio Castillo (ASNC Representative)

VISITORS

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AGENDA

1. Call to Order

- Welcome
- Note-taker

2. Action Items

- 2.1. Approval of [Agenda](#) 10/9/2025
 - First –
 - Second –
 - Status –
- 2.2. Approval of Minutes ([9/11/2025](#) DEC Meeting)
 - First –
 - Second –
 - Status –
- 2.3 [RSI Communication & Monitoring Plan](#) – Request for APC to Add to Course Syllabus Shell
 - First –
 - Second –
 - Status –
- 2.4 Request to Create Faculty [DE Coordinator Position\(s\)](#)
 - First –
 - Second –
 - Status –

- **2.5 [Peer-to-Peer](#) Implementation – Reviewer Selection**
 - Proposed Role for NC DEC, NC DE Chairs, or District DE, RCCD P-2-P Work Group in selecting P-2-P reviewers
 - First –
 - Second –
 - Status –

- **2.6 Peer-to-Peer Implementation – [Lead](#) to Launch Process**
 - Proposed Leadership of P-2-P Process: Faculty Lead (with reassign time); or College Dean or Administrator; or by District DE Dean
 - First –
 - Second –
 - Status –

- **2.7 Proposal for a New DE Tool [DE Tool Process](#) - for District DE & NC to Share Information & Notify Faculty of Tool Non-Renewal**
 - First –
 - Second –
 - Status –

- **2.8 Proposal to Share District DE RCCD [Guidance on Discord](#) and External Tools with NAS and APC**
 - First –
 - Second –
 - Status –

3. Discussion Items

- **3.1 RSI Sub-Committee Updates**
 - NC RSI Templates Available Now:
 - [Communication and Monitoring Plan](#) Template Available for Upload & Inclusion in Canvas & Syllabus
 - Home Page Template Available: Search [Norco College RSI](#) in Canvas Commons
 - More Templates Coming Soon!
 - Dr. Laura Adams is new RSI Sub-Committee Lead
- **3.2 Accessibility Planning Sub-Committee Updates**
 - Need to determine - lead, M or W 12:00pm meeting date, priorities & deliverables
- **3.3 DE Certification P-2-P Sub-Committee Updates**
 - Peer-to-Peer rubric and reviewer qualifications approved by DAS
 - Implementation and [questions](#) to be discussed at next DAS meeting
 - Dr. Alexis Gray is new P-2-P Sub-Committee Lead
- **3.4 Spring FLEX and Brown Bag Ideas**
 - RSI Checklist
 - Drop-In Session for Integrating New RSI Templates
 - Accessibility – PopeTech
 - Accessibility – TidyUp
 - DesignPlus and RCCD Templates
- **3.5 Future DEC Agenda Items**
 - **Prioritizing Support for New Faculty:**
 - DE Certification Outreach
 - Canvas Shell access and [Canvas Faculty Enrollment Form](#)
 - District DE & FPDC Collaboration in Onboarding
 - Canvas Shells, DE Certification
 - RSI and Accessibility
 - [RCCD 16-Week; 8-Week; 6-Week Templates](#)
 - New [Norco College RSI Templates](#) on Canvas Commons
 - **Accessibility:** Audit, Professional Development, and Planning
 - **RSI:** Audit Cycle, Professional Development, and Planning
 - **POCR:** Certification of Local NC POCR Process
 - NC to become a CVC Teaching College in November if there are no more delays
 - Local POCR Certification [Application](#) & [Capstone Process](#)

- Select first 3 Courses to review (1 at a time) for “Quality Review Badge” and CVC-OEI Certification of a Local NC POCR Process
- **AI & Other Accessibility Tools**

4. Information Items

- **4.1 RSI Sub Committee Updates**
 - **Four Remaining fall 2025 NC DEC RSI Computer Lab Drop-In Sessions**
 - Giving Information: Wed. 10/15, 11am – 1pm; IT 127
 - Providing Feedback: Wed. 10/29, 12pm – 2pm; IT 127
 - Facilitating Discussions: Fri. 11/14, 11am – 1pm; IT 125
 - RSI Checklist: Tues. 12/2, 12:50pm – 2:50pm; IT 127
 - **Asynchronous Support** - [Submit the RSI Support Request Form](#)
- **4.2 Local POCR process update:**
 - NAS consideration of NC Local POCR proposal delayed at 6/25; 9/8/25; 9/22 meetings.
 - Request for POCR application and capstone [process](#) to be considered at future NAS meeting
- **4.3 New RSI Tab**, with Home Page and Communication Monitoring Plan Templates, Information & Resources on NC DEC website
- **4.4 District DE Updates:**
 - [Flagging](#) of Inappropriate Discussion Board Posts
 - RSI Module located in faculty [DE Instructor Resource](#) Shell and [RSI Interactions Learning Modules](#) is also available
 - **Fall 2025 District DE Workshop Series: (Recordings of the workshop sessions are available on DE Resource Shell and on District DE Faculty Training (DEFT) [Video Library](#))**
 - **Fridays from 12 - 1 pm.** After each workshop, bring your questions to our **Ask It! drop-in hours from 1 - 3 pm.**
 - September 19, 12-1 pm: [Accessibility & Course Set-up Tools](#)
 - September 26, 12-1 pm: [Substantive Feedback Options \(ACCJC Prep\)](#)
 - October 3, 12-1 pm: [Deep Dive into AI: Notebook LM](#)
 - October 10, 12-1 pm: [New Features in Canvas Discussions](#)
 - October 17, 12-1 pm: [Accessibility: Lists, Color Contrast, and Color for Meaning](#)
 - October 24, 12-1 pm: [Substantive Discussions Options \(ACCJC Prep\)](#)
 - October 31, 12 -1 pm: [Deep Dive into AI: CoPilot](#)

- November 7, 12-1 pm: [Canvas Tools](#) (more info coming soon)
- November 14, 12-1 pm: [Regular Opportunities & Monitoring Progress \(RSI & ACCJC Prep\)](#)
- November 21, 12-1 pm: [Accessibility: Easy Fixes Using Pope Tech](#)
- December 5, 12-1 pm: [Adding RSI Language Throughout \(ACCJC Prep\)](#)
- **[Accessibility Video Hub](#)**: learn about UDOIT, Tidyup, and Design Plus Cidilab tools
- **RSI Tool Training - TextExpander**: Check out [introduction videos, in-depth TextExpander webinars, and best practices!](#)
- **VoiceThread Tool Training**: [Register for current & review previous VoiceThread workshops.](#)
- **[AI Webinars for 2025 - 2026, \(Registration Link\)](#)**
- Each pairing consists of a main webinar followed by a deep-dive session, which will focus on specific AI tools.
 - **December 2nd and 27th, 2025**
 - **Time:** 12:00 pm
 - **Description:** How administrators and classified professionals use AI in their roles
 - **February 24th and 27th, 2026**
 - **Time:** 12:00 pm
 - **Description:** AI professional development
 - **April 28th and May 1st, 2026**
 - **Time:** 12:00 pm

5. Good of the Order

6. Adjournment

Distance Education Committee

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 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.

DEC Meeting Schedule Fall 2025 (NOC 102)

- 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

Join Zoom Meeting

<https://rccd-edu.zoom.us/j/84979037240?pwd=7iPBbQtbRXltMF9F2FY5gWCDfYgoQV.1>

Meeting ID: 849 7903 7240, Passcode: 682220