

Norco College
Distance Education Committee Minutes

Wednesday 10/16/19

3:00 PM-4:15 PM

OC-116

Members Present: Damon Nance (A&H), Michael Bobo (A&H), Vivian Harris (A&H), Marissa Iliscupidez (A&H), Walter Stevens (A&H), David Chaney-Pineda (ASNC), Lori Namazi (B&M), Dana White (B&M), Suzanne Witmer (STEM), Sarah Burnett (SBS), Sandra Popiden (SBS)

Members Absent/Schedule Conflicts: Estrella Romero (A&H), Tom Wagner (B&M), Glen Graham (STEM)

Guests: Sean Ulbert (RCCD)

Action Items

1. Approve October Agenda
 - a. D. Nance Moves
 - b. S. Witmer Seconds
 - c. All Approve
2. Approve [Minutes from September 18, 2019](#)
 - a. S. Popiden Moves
 - b. L. Namazi Seconds
 - c. All Approve
3. Approve [Permission to Use Faculty Materials](#)
 - a. D. Nance Moves
 - b. S. Witmer Seconds
 - c. All Approve
 - d. Discussion:
 - i. Committee approves under the condition that further policy should be developed regarding the distribution of forms digitally.
 - ii. RCCD Distance Education needs to develop policy in the cases where faculty are reassigned courses to avoid use of materials without mutual consent.
 - iii. Faculty should clear Canvas content before handing a course over to another instructor whenever possible to avoid use of content by others without prior permission.
 - iv. Form dictates duration limits based upon modules or dates. Content may be permitted for past instruction when change of instructor occurs mid-semester. However, future content may not be permitted to be used or adapted.
 - v. Form will be included in the Distance Education Faculty Handbook to educate faculty on fair use.

Discussion Items

1. District News (Michael Bobo)
 - a. RCCD Distance Education Staff have training calendars that need to be promoted. Norco College training can be found [here](#).

- b. Accessibility Team will have an Oct. 31 retreat to be trained in ALLY with the plan to train others in using this tool. Norco College sent Dana White, Kimberly Bell, Greg Ferrer and Mat Allen as representatives.
 - c. Assessment and Distance Education are discussing integration of SLO Assessment in Canvas.
 - d. RCCD Distance Education seeks greater collaboration with Program Review to strengthen resource requests across disciplines related to online education. Statewide this is a trend in which DE Coordinators facilitate a Distance Education Program Review.
 - e. Canvas includes a Distance Education News course to help faculty with events, training opportunities and best practices. DEC needs to promote this in Department meetings, Committee meetings and in other venues to spread resources across the College.
2. ASNC Update (David Chaney-Pineda)
- a. Harvest Festival October 25, 2019 included in Global Announcement since it impacts the whole College community.
 - b. Mark Hartley needs to be involved in the ASNC discussion around Canvas Announcements
3. IOI for WE courses (Sarah Burnett)
- a. Since all courses can use Canvas, the Improvement of Instruction process should include elements of Distance Education best practices.
 - b. IOI for fully online courses seems evident. However, Web Enhanced courses are not as clearly defined. The process is vague and subjective since Web Enhanced can be a fully online course in addition to the face-to-face elements observed in the regular Improvement of Instruction process.
 - c. Part-time Faculty forms need to be updated to address Canvas design, assessments, and accessibility.
 - d. RCCD Distance Education staff can support with training for Web Enhanced courses
 - e. Canvas is more than a document repository. Web Enhanced courses should be improved with best practices in mind.
 - f. Accountability is crucial to ensure we don't have issues with ADA 508 compliance.
 - g. Academic Deans need to be part of this discussion.
4. Brown Bag Discussion 10/3/19 (Michael Bobo)
- a. Five faculty met in IT-218 on 10/3/19 to discuss Web Enhanced and Hybrid course design and administration.
 - b. Michael provided a round table discussion to allow faculty a chance to raise questions or address limitations.
 - c. Faculty proposed implementation of a text app to improve student participation and increase engagement.
 - d. Attendance in Canvas does not populate easily into the RCCD Grading and Attendance sheet. This is an important area of improvement.
5. Update on Brown Bag 11/7/19 (Damon Nance)
- a. A representative from NetTutor provided a demonstration and an overview of the company on 11/7/19 in Library 109.
 - b. Committee recommends another visit in late Fall or Spring to further educate faculty on this valuable resource available to all faculty using Canvas.

6. Spring 2020 FLEX Event Brainstorming (All)
 - a. One Day Canvas Certification
 - b. Workgroup for online versus face-to-face equivalencies
 - c. Universal Design Training
 - d. Pronto Chat Training
 - e. Canvas Tools
 - f. Outcomes Integration
7. Good of the Order (All)

Next meeting: Wednesday, November 20, 2019 (3:00-4:15 PM)

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.