



**Distance Education Committee**  
**Wednesday, Oct. 19th, 2022**  
**Meeting Agenda ([Zoom Link](#))**

**Meeting called to order: 3:00 pm**

Committee Focus and Presenter	Members – Highlight Indicates Presence in Mtg
<b>Welcome</b>	Ryan Hitch (COM) – Faculty Co-Chair
Approve agenda from May, and agenda and minutes from last meeting, vote to pass	Peggy Campo – Dean – Administrative Co-Chair
	Matt Allen (DRC)
<b>Sept. Agenda</b>	Steven Camacho (COM)
Moved by: Stevens	Paul Van Hulle (BEIT)
Seconded by: Camacho	Jesus Reyes (STEM)
Opposed: None	Adriana Moreno (Counseling)
Abstain: None	Walter Stevens (AHLW)
Approved Unanimously	Mitzi Sloniger (COM)
	Bibiana Lopez (STEM)
<b>Oct. Agenda</b>	Farshid Mirzaei (BEIT)
Moved by: Stevens	Sandra Popiden (SBS)
Seconded by: Mirzaei	Kristin Rigby (COM)
Opposed: None	Steph Bee (COM)
Abstain: None	Fabian Orozco (ASNC Rep)
Approved Unanimously	

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<b>Oct. Minutes</b> Moved by: Orozco Seconded by: Mirzaei Opposed: None Abstain: None Approved Unanimously	
	<b>New Member(s)</b>
	<b>Visitor(s)</b>
	Cristina Miranda- District DE Admin (Requested by Chair to take Minutes)
	DJ Hawkins- District DE
<b>Ryan's Share Out</b> <ul style="list-style-type: none"> <li>Professional Expert Course Developer Update</li> <li>DEC Membership Update</li> <li>DEC Professional Development Update</li> <li>CVC-OEI Update</li> </ul>	<ul style="list-style-type: none"> <li>- Ryan provided an update on the hiring progress of the new Professional Course Developer. Currently conducting interviews, and will be holding the second round of interviews at the end of October.</li> <li>- Ryan expressed his desire for DEC Membership to expand.</li> <li>- The committee was asked if CVC-OEI should be prioritized. A committee member raised the point that the conversation should be refrained when it goes back to the Academic Senate to clear up misunderstandings.</li> <li>-Another committee member raised a concern about recertification and whether or not the committee has a plan to handle that.</li> <li>-Ryan asked Hawkins if the District has any certification options. Hawkins explained that the updated certification language is currently going through shared governance throughout the District</li> </ul>

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	and includes an internal certification course, RCCD Course Design Camp, a local POOR option, and an external equivalency option.
<p><u><b>CVC-OEI Resolution</b></u></p> <ul style="list-style-type: none"> <li>• Update and Discussion Regarding the CVC-OEI Resolution</li> <li>• Vote on Next Steps</li> </ul>	<p>-Ryan reported that Andrea Hanstein from the State CVC office mentioned we don't need a more specific resolution, since a general one was passed by Senate. Ryan asked if the committee agreed to keep just the general resolution. The committee discussed if a more specific resolution should be sent to the Academic Senate. It was asked if the Academic Senate had any feedback. It was asked if we were required to adopt the Rubric. Ryan noted the Rubric was a required part of the POOR process. It was asked if the Committee had the authority or if it had to go through Senate. Ryan expressed it should go through Senate. There were concerns about adopting the OEI Rubric.</p> <p>-Ryan will send Andrea Hanstein an email to clarify questions about adopting the OEI Rubric and will forward the response to DEC. Based on her response and the feedback they received from the Academic Senate, the Committee will explore both the Rubric and a more specific resolution moving forward.</p>
<p><u><b>Ed Tech Acquisition &amp; Discontinuation Plan Proposal</b></u></p> <ul style="list-style-type: none"> <li>• Update and Discussion Regarding EdTech Proposal</li> </ul>	<p>-Ryan explained and discussed the proposed flowchart for acquiring and discontinuing technology in the District.</p>

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<ul style="list-style-type: none"> <li>○ Packback and TextExpander Working on Credits Purchased with CARES Funds.</li> <li>• Vote on Next Steps</li> </ul>	<p>Concern was expressed that the FA also be included in the process, so they are kept informed just like the Senate. Ryan agreed to pass this feedback along.</p>
	<p>Side Comment: Committee member circled back around to an earlier point in the conversation to clarify that they had heard about the 6 hours of required Professional Development for recertification from the FA. Ryan said he would look into that.</p>
<p><u><a href="#">Zoom Storage Plan Proposal</a></u></p> <ul style="list-style-type: none"> <li>• Update and Discussion Regarding Zoom Storage               <ul style="list-style-type: none"> <li>○ District Currently at 25.5TB out of 2TB Max for Storage; Action is Needed</li> </ul> </li> <li>• Vote on Next Steps</li> </ul>	<p>-Ryan momentarily stepped out of the meeting and asked Hawkins to begin explaining the Zoom storage issue. Hawkins screen-shared the Zoom storage proposal slide and started explaining how the State paid for our Zoom storage.</p> <p>-Ryan returned and took over finishing the explanation that our District is ten times over our allotted storage. He detailed the current proposal from District IT for how to deal with this. Ryan asked the Committee for feedback.</p> <p>Concern was raised that important videos might get deleted. It was explained that auto recording to Mediasite will help with that. Ryan asked if anyone sees a problem with turning on the auto record feature to Mediasite to all Faculty for all videos. It was noted some videos might not be needed long term. Faculty should have the ability to decide video by video. It was also noted that it would be</p>

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	<p>good if all Zoom videos would auto-delete at the end of the semester.</p> <p>-Ryan agreed that because the user interface for these decisions should be clear, he will ask more questions about that. He believes Zoom support should be provided to Faculty.</p>
<p><b>Proposed District DE Reorganization Structure</b> (Added to Agenda during the meeting)</p>	<p>-Ryan explained that Dr. Mills and the DE Committee Chairs along with Dr. Davis got together to discuss the current District DE organization and brainstormed ideas for the future. These ideas were put together into three charts: current organization, current personnel with a new organization, and possible expanded personnel and future organization. Ryan showed the District DE's current organizational chart. Then showed how current personnel could be organized and distributed to the colleges in physical locations called DE Centers. Then discussed the "Dream Big" future proposed organization chart that included the DE Centers along with additional classified personnel to support a stronger campus presence. Committee members liked the idea of an on-campus presence and said there was value in being able to drop by and ask a question. It was noted that currently, Norco does not have the physical space or budget to support a DE center or expanded personnel. Ryan clarified that the "Dream Big" slide is a proposed plan for future growth down the road as DE expands.</p>

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	<p>-Ryan said he would communicate to the District that the Committee does have an appetite for an on-campus presence.</p>
<p><b>CVC-OEI Information Campaign</b></p> <ul style="list-style-type: none"> <li>• Discussion Regarding the Importance of Communication from DEC               <ul style="list-style-type: none"> <li>○ How Does CVC-OEI Affect Faculty?</li> <li>○ How Does POCR Affect Faculty?</li> <li>○ What Is Our Role in This Process?</li> <li>○ How Can We Help?</li> </ul> </li> <li>• Discussion Regarding Next Steps</li> </ul>	<p>-Ryan explained that there are a lot of changes in DE that are coming that Faculty may not be ready for. The Committee needs a strategy to communicate about the CVC-OEI to answer faculty questions. Ryan asked for confirmation that there is a meeting scheduled at the end of October at the District level to discuss the language used to communicate about the CVC-OEI to Faculty. The meeting was confirmed.</p> <p>-Ryan proposed that the Committee consider the CVC-OEI FAQ document as one way to communicate to Faculty.</p>
<p><u><b>CVC-OEI FAQ Document</b></u></p> <ul style="list-style-type: none"> <li>• Read and Review CVC-OEI FAQ Document</li> <li>• Vote on Next Steps</li> </ul>	<p>-Ryan showed the document to the committee. Began a readthrough of the first two sections of the document. Committee members offered feedback which Ryan noted on the document. Ryan will divide the document into sections and assign sections to Committee members who will have a week or so to offer comments on their section. Ryan will synthesize the feedback and have it ready for review by the next meeting.</p>
<p><u><b>POCR 2.0</b></u></p> <ul style="list-style-type: none"> <li>• Develop Plan for Developing POCR               <ul style="list-style-type: none"> <li>○ Stretch Goal: Presenting a Preliminary Presentation to Senate by December</li> </ul> </li> </ul>	<p>There was no time to address this topic at the meeting.</p>

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<ul style="list-style-type: none"> <li>○ How Can We Ensure Work and Learning Gets Done?</li> <li>○ Possible and Voluntary POCR Training (10 hours/week for four weeks)</li> </ul>	
<p><b>Next Meeting:</b> November 16th, 3:00pm-4:30pm</p> <ul style="list-style-type: none"> <li>• Modality TBD</li> </ul>	<p>- Ryan may not be able to attend the next meeting. Peggy offered to lead the next Committee Meeting on November 16.</p>

**Meeting Adjourned: 4:30pm**

**Hitch, Ryan is inviting you to a scheduled Zoom meeting.**

Topic: DEC October Meeting

Time: Oct 19, 2022 03:00 PM Pacific Time (US and Canada)

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213.244.140.110 (Germany)

103.122.166.55 (Australia Sydney)

103.122.167.55 (Australia Melbourne)

149.137.40.110 (Singapore)

64.211.144.160 (Brazil)

149.137.68.253 (Mexico)

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