

Distance Education Committee

Thursday, April 10, 2025

DEC Minutes | Regular Meeting

12:50pm - 1:50pm

NOC 102 & [ZOOM](#)

COMMITTEE MEMBERSHIP (Members 10; Quorum 6)

- 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)
- Owen Johnson (Visual and Performing Arts)
- Paul VanHulle (Applied Technologies & Apprenticeships)
- Sara Nafzgar (Communication, Humanities, and Languages)
- ASNC Representative (Vacant)

VISITORS

Courtney Dousset, Haley Ashby, Shawna BuShell

AGENDA

1. **Call to Order**
 1. **Welcome & Introductions**
 2. **Note-taker**
2. **Action Items**
 1. **Approval of [Agenda](#)**
 - First – Caroline
 - Second – Bibiana
 - Status – Approved
 2. **Approval of [DEC Meeting Minutes from 3/13/2025](#)**
 - First – Laura
 - Second – Caroline

- Status – Approved, 1 Abstention

3. **RSI Accreditation Sampling DEC Sub-Committee Mock Visit**

- First – Laura A
- Second – Suzie W
- Status – Approved
 - New RSI Rubric Resources and Support
 - [ACCJC 2024 Pilot Quality Continuum RSI Rubric](#)
 - [CVC Archived @ONE RSI Webinars from Spring 2024](#)
 - § Regular and Substantive Interaction in Online Courses (DeAnna Gossett, FHDA)
 - § The Art of Connection: Building Effective Regular Substantive Interaction (Manar Hijaz, Chaffey College)
 - [DE Assessment Tool for Peer Reviewers](#)
 - [RSI Pilot Addendum](#) (Protocol for Peer Reviewers)
- DEC was approached by VPAA to create a subcommittee of DEC that would conduct a mock RSI visit on approximately 15 sessions from the Fall 2024 semester.
- ACCJC used to complete a checklist to review 5% of online courses. The new process uses the new ACCJC RSI Rubric.
- MVC has done this previously and can be useful as a model. They utilized a small group of 3-4 reviewers and used a formula to randomize and select courses.
- Discussion regarding faculty information, redaction, and the degree to which it is possible, and only reveal trends.
- The results would go to the NC Senate and APC. Then provide ongoing professional development to correct any issues discovered.
- MVC also had RSI mentors and sidekicks and a voluntary peer-evaluation and self-evaluation process as well.
- There is a possibility that some schools or disciplines may assume that this doesn't apply to them. Do we need to ensure that sampling is representative of the 8 schools through stratified random sampling?
- MVC moved to doing an annual random sample to check for RSI to tell when they were falling behind. But they began with a sample that was self-selected.

- Feedback – for the college regarding if NC OL courses are meeting the 85% RSI ACCJC accreditation requirement.
- Will individual feedback be included in the scope of this project. It may be important to provide individual feedback to participants.
- Email Sandra if you're interested in volunteering.
- The work needs to be done before the end of this semester.

3. **Discussion Items**

1. **ACCJC Accreditation Updates (Haley Ashby)**

- Feedback on accreditation reflection assignment
- RSI info has changed since this was conducted
- Documentation: DEC Charter, Handbook, Checklist. Make sure everything is updated. The website is currently out of date.
- Action steps associated with POOR
- Accessibility – identify gaps and begin plan to close them
- Strategic Planning: input to SPGM, ensure that DE is reflected
- Questions provided for how to view feedback. Email Haley if anything is inaccurate or any additional information are needed.
- Questions for how to move forward

2. **Strategic Planning: SPGM, district DE, [NC DE 2014 Strategic Plan](#)**

- Senate was informed that college and district currently don't have DE Strategic Plans
- DE is also not mentioned in the current draft SPGM anywhere. Advocating for DE integration with access, success, and equity goals.
- Advocating for integration with the NC Student Equity Plan. DE is central to success in our equity goals. Equity is embedded in DEC Charge, and there is a need for improved alignment with our equity strategic planning. We need to continually gather disaggregated DE data and embed institutional practices and processes for examining trends and targeting interventions, training and support for faculty and for OL students.
- DE District Strategic Plan is being developed.
- Communication and alignment is needed across these different strategic bodies.
- Emphasis on the need for and analysis of disaggregated DE data across all course modalities. This will allow for the identification of trends, benchmarks, and more targeted interventions.

- Professional Development should focus on all course modalities.
- Alignment with ACCJC Strategic Plan and the Vision 2030 planning
- Dr. BuShell:
 1. Disappointed with historical strategic plans.
 2. Reviewed plans from other institutions
 3. Morphing these together and adding things like POCR
 4. Draft should be available in June.
 5. Deadline for the district DE strategic plan is December 2025.

3. **DEC Sub-Committees: POCR, RSI, Accessibility, Strategic Planning, [NC DE Handbook](#) Revisions**

- We need more time to complete these activities.
- Monthly committee meetings aren't enough to complete the work.

4. **Information Items**

1. **District Updates (BuShell)**

- Dean of DE and Educational Services – this includes basic needs for online students. Setting up events for online students. Mental health (makeovers, dental hygiene).
- Products need to help with RSI. EX: Turnitin, VoiceThread. We are spending a lot of money on software that doesn't give us what we need.
- Working with Canvas to explore the data you can get out of it.
- Working with FPDC – DE input is needed. Dr. BuShell can help with resources needed for workshops and professional development. Faculty can be content experts and don't have to be technology experts.

2. **NC Local POCR Proposal - NC Academic Senate (4/21/25)**

3. **New CVC-OEI RSI AI Tool (N2N)** to support faculty with recommendations for RSI (Exp. Fall 2025)

4. **Hyflex Definition (RCC)**

- ***The RCC DE Committee envisions the hyflex mode of delivery to be defined as one in which:***
 1. ***the course format combines face-to-face and online learning.***
 2. ***class session/learning activities are offered***
 - ***in person,***
 - ***synchronously online, and***
 - ***asynchronously online***

- *students' participation is required and expected but they choose how to participate, allowing for access, autonomy, flexibility, and engagement.*

5. CCCCC Hyflex Definition In Progress - [CCCCCO Vision 2030](#) – [OL Teaching and Learning Work Plan](#) (11/14/2024; pg 11)
6. [RSI ACCJC ASCCC Webinar](#) (4/29/25) at 12:00pm
7. [RSI Spring FLEX PPT Resource](#)
8. [Self-Paced Beginner Course](#) through CVC@ONE for AI skills.
9. **ASCCC AI Conference (Feb 20-22)**, [Presenter Resources](#)
10. [Online Teaching Conference 2025](#), June 16-18, 2025
 - Long Beach Convention Center
 - Norco College Professional Development [Conference Funding Request Form](#)
 - Application Instructions & Request Form in Nuventive
11. RCCD [DE Video Library](#) [RSI - Section B](#) **OEI Rubric Video**
12. [@ONE Courses](#), [Webinars on AI](#), & [Video Resources](#)
 - [Free Webinars](#) CVC@ONE webinar library
 - Authentic Presence and Digital Doubles: 4/10 @ 10am
 - Connections that Count: 4/14 @ 11am
 - Should Educators Be Using AI? 4/22 @ 11am
 - Advanced AI Assistance with Course Materials: 5/1 @ 10am
 - Register for the Above CVC @ONE [AI Webinars](#)

5. **Good of the Order**

1.

6. **Adjournment**

DEC Meeting Schedule Spring 2025

- **March 13, 2025**
- **April 10, 2025**
- **May 8, 2025**

Topic: DEC Meeting 4/10/25

Join Zoom Meeting

<https://rccd-edu.zoom.us/j/84979037240?pwd=7iPBbQtbRXltMF9F2FY5qWCDfYgoQV.1>

Meeting ID: 849 7903 7240

Passcode: 682220

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 support 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.