



NORCO
COLLEGE

Distance Education Committee

Minutes | September 11th, 2025 | 12:50 pm |

Room: NOC 102 & [ZOOM](#)

COMMITTEE MEMBERSHIP (Voting Members 9; 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)
- **Anya-Kristina Marquis** (Natural Science, Health and Kinesiology)
- **Alexis Gray** (Social and Behavioral Sciences)
- **Melissa Wilson** (Social and Behavioral Sciences)
- **Cheryl Cox** (Library Services)
- Silvio Castillo (ASNC Representative)

VISITORS

- Amy Blandford
- Dan Mickelson
- DJ Hawkins

AGENDA

1. Call to Order

- Welcome & Introductions
- Note-taker: Laura Adams

2. Action Items

• 2.1. Approval of Agenda 9/11/2025

- First – Alexis Gray
- Second – Melissa Wilson
- Status – Approved

• 2.2. Approval of Minutes (9/4/2025 DEC Special Meeting)

- First – Alexis Gray
- Second – Suzie Witmer
- Status – Approved

• 2.3 Expansion of RCCD DE Certification Equivalency “Mix and Match” Options

- First – Laura Adams
- Second – Melissa Wilson
- Status – Approved

No change for equivalencies for trainings from other colleges.

Discussed expanding equivalency options to include: any listed @ONE course on the mix-and-match options, the POCCR reviewer certification course, and having a POCCR reviewed course at any college.

Faculty who submitted evidence for equivalency under the old system have not heard a response from District DE since last Spring.

DEC Chair will take proposal to District Academic Senate and NAS. The RCCD DE Chairs and District DE Dean have already approved. NC Chair has also requested

MVC and RCC DE Chairs seek their DEC approvals for equivalency expansion and re-authorization and re-opening of the DE equivalency process.

DE Chair will also follow up with DE Dean to seek a status update on the number and backlog of DE equivalencies and notification timelines.

- **2.4 DEC Sub-Committee Assignments**

- First – Alexis Gray
- Second – Melissa Wilson
- Status – Approved
 - Options Include:
 1. NC DE Faculty Handbook (& Website Updates)
 2. NC DE Strategic Plan / District SP Alignment
 3. DE Certification and RCCD Peer-to-Peer Review Process
 4. POCR Launch, Process, & Webpage
 5. Accessibility Support & Planning
 - Resource Guide / Video Tutorials / Training / Self Checks / Templates / Tools (TidyUp; PopeTech; DesignPlus; YouDolt; SnagIt) / DOJ Spring 2026 100% Accessible Digital Content Deadline Preparation
 6. RSI Support & Planning
 - Resource Guide / Video Tutorials / Training / Self-Checks / Templates / Mock ACCJC Review Process / Tools (TextExpander) / ACCJC Accreditation Review Preparation

Options 1, 2, and 4 were put on hold to allow time to address more pressing issues

- Option 1: Handbook & Website. On hold.
- Option 2: DE Strategic Plan (2014). Need to align with overall strategic planning and equity plan. Hold until 2026; waiting for District DE Strategic Plan.
- Option 4: POCR. Still a priority, but on hold pending senate approval, funding, and grant decision.

Active subgroups for Fall 2025:

- Option 3: DE Certification.
- Option 5: Accessibility.
- Option 6: RSI. Current special project.

Please sign up to join or lead at least one of these groups.

3. Discussion Items

- 3.1 RSI Survey and RSI Mock ACCJC Review Results (Fall 2025 FLEX [DEC & Accreditation Team presentation](#)) – Next Steps
- 3.2 [DEC 2025 Survey of Effectiveness](#)
 - Results discussed. Will work to increase participation.
- 3.3 NAS [DE Updates](#)
 - Reviewed.
- 3.4 Spring FLEX and Brown Bag Ideas?
 - Two-minute tech you can use – take to other meetings
 - les. Analytics, Message All, Outcomes (in department, discipline, TLC, APC meetings).
- 3.5 Future DEC Agenda Items?
 - New Faculty DE Certification, FPDC Collaboration in Outreach and Onboarding
 - Accessibility Audit and Planning
 - AI & Other Accessibility Tools
 - le. [Ludia Chatbot](#) – to convert pdf to html, Canvas pages; create tabs and accordions in html code.

4. Information Items

- 4.1 Local POCR process update:
 - NAS consideration of NC Local POCR proposal delayed at 6/25 and 9/8/25 meetings.
 - Request for POCR process to be considered at future NAS meeting
- 4.2 Title V HSI DE Grant Application (Norco College lead applicant, with MVC)
- 4.3 Minor modifications and updates made to NC DEC website
 - Need for additional updates ie. DEC Faculty Handbook, Strategic Plan, RSI, Resources, Equivalencies and DE Certification
 - Agreed to remove handbook and POCR for now
- 4.4 District DE Updates:
 - RSI Module located in faculty [DE Instructor Resource](#) Shell and [RSI Interactions Learning Modules](#) is also available
 - **Fall 2025 District DE Workshop Series:**
 - **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
 - **Fall FLEX 2025:** District DE's 4 Zoom workshops attendance (Fri 8/22/25)
 - 9:00 am: What's New in District DE = 201 faculty attended
 - 10:00 am: Accessible Charts and Tables = 175 faculty attended
 - 11:00 am: Tools for Regular and Substantive Interactions = 174 faculty attended
 - 12:00 pm: Deep Dive into ChatGPT 5.0 = 167 faculty attended

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