



NORCO
COLLEGE

Distance Education Committee

Minutes | 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

- Pavani Jonnalagadda
- Stacy Miklavcic
- DJ Hawkins
- Mary Isaac

AGENDA

1. Call to Order

- Welcome
- Note-taker: Melissa Wilson

2. Action Items

• 2.1. Approval of Agenda 10/9/2025

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

• 2.2. Approval of Minutes (9/11/2025 DEC Meeting)

- First – Gray
- Second – Doucette
- Status – Approved with amendments: add DJ Hawkins, change “agenda” to “minutes” in header

• 2.3 RSI Communication & Monitoring Plan – Request for APC to Add to Course Syllabus Shell

- First – Gray
- Second – Doucette
- Status – Approved

Discussed syllabus shell review timeline (~5 years). It was recently updated.

Request to move this forward as a priority for accreditation to have in place before submitting ISER.

Gray will take this to APC for discussion.

• 2.4 Request to Create Faculty DE Coordinator Position(s)

- First – Whitmer
- Second – Wilson
- Status – Approve

DEC chair has a .2 reassign time. This has not been revised since 2020 and doesn't reflect increased workload.

Need for additional support and assistance, particularly for professional development, RSI and accessibility.

Discussion of options: Create one salaried DE position, instructional faculty position, or ~ 2 DE coordinator positions with .3 or .4 release time.

MVC previously had two DE coordinators, one for professional development and one for their local POOR process. Each had a .3 reassign time. New draft is asking for a .4 for each position. MVC's HEERF grant funding ran out and will need new support.

Popiden and Perez will move forward to start to create DE Coordinator job description documentation.

- **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 – Gray
- Second – Caroline Hutchings
- Status – Tabled

District academic senate has charged the original peer-to-peer workgroup to build out the process for implementation. That will come first before local DEC input.

Importance of standardizing implementation at the district level to protect faculty, especially part-time faculty teaching at multiple colleges.

Original workgroup agreed to continue as part of institutional service.

- **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 – Tabled pending more information
- **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 – Witmer
 - Second – Cummings
 - Status – Approved

DE Tools can go away, for a variety of reasons, and it can be a surprise to faculty – there is a need for transparency and a process to notify faculty.

Proposal to create an Excel SharePoint spreadsheet, where Norco/district DE can share information with faculty about what tools we have, usage data, renewal contract dates, cost, and funding sources.

Develop a process for notifying faculty about potential changes to tools

Long term uses: Many tools were paid for by COVID HEERF grant funding. Access to usage data can help make informed decisions for tools to renew.

- **2.8 Proposal to Share District DE RCCD [Guidance on Discord](#) and External Tools with NAS and APC**
 - First – Gray
 - Second – Doucette
 - Status – Approved with modification: 1) rephrase accessibility language to be more neutral/positive, 2) update guidance language to reflect distinction that Discord should not be used as an *official/required* course tool.

Students may make Discord chats for classes, but faculty should not use Discord as an official course tool. It should not be used as a required tool.

Joining a student discord in an unofficial capacity is not an issue.

Recommendation that this should be a faculty facing statement only. Students may choose to continue to make Discord chats, and faculty may want to join unofficially and stay informed.

Accessibility language under Compliance and Risk header should be revised to be more in line with new standards (i.e., neutral and positive stance). Reword item that says, “accessible to students with disabilities.”

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

Keep an eye out for RSI workshops and flyers. Plug the workshops in your department meetings.

RSI tab on the district DE website has tools and resources, including RSI support request form.

Share out to departments: RSI Working Session: Wednesday, October 15th from 11am - 1pm in IT 127

Drop-in sessions every two weeks. RSI Checklist (brief self-review) on December 2nd

DJ has an excellent RSI series that is recorded. Can be found on the DE Faculty Resources shell and can register on website to receive recording.

- **3.2 Accessibility Planning Sub-Committee Updates**

- Need to determine - lead, M or W 12:00pm meeting date, priorities & deliverables
- Eric Doucette volunteers to be new accessibility lead

- Will send direct email follow up to those who signed up for the accessibility subcommittee to consider meeting days, times, priorities.
- Member Sign-Ups: Melissa, Caroline, Tamara, Eric, Cheryl, Sandra (DJ requests to be added)

Possible accessibility workgroup priorities:

- Addressing inaccessible PDF issue (request to bring back form to fix inaccessible PDFs?)
- Accessibility mentors to help faculty use tools like TidyUp, PopeTech, Ally, and address alt text and contrast issues
- Targeting efforts – target faculty with lowest accessibility scores, target disciplines with complications (STEM, math, foreign language), target new faculty

- **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

Not too late to sign up, let Alexis Gray know if you're interested

- **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

Recommendation for TidyUp session

Video captioning – handling auto-captioned YouTube videos, using Canvas Studio

- **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

New faculty get Canvas shells too late and must prep quickly

Improve onboarding and training for new faculty

Work with First Fridays to provide information early on (access to templates and information about requirements)

- **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

Popiden took requests to Norco Academic Senate to 1) approve JD to hire DE coordinator to serve as POCR Lead to get local NC POCR process certified, 2) submit local NC POCR certification application to CVC, and 3) begin working with stakeholders to launch capstone process. (The first 3 POCR reviews needed, each conducted one at a time, to become a POCR certified campus)

Not approved. POCR not moving forward at this time.

- **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 POOCR process update:**
 - NAS consideration of NC Local POOCR proposal delayed at 6/25; 9/8/25; 9/22 meetings
 - POOCR process considered at Oct. NAS meeting – tabled by NAS.
- **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