



NORCO
COLLEGE

Distance Education Committee

Minutes | November 13th, 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
- 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) (via Zoom)
- Melissa Wilson (Social and Behavioral Sciences) (via Zoom)
- Cheryl Cox (Library Services)
- Tamara Cummings (Social and Behavioral Sciences)
- Silvio Castillo (ASNC Representative)
- Amy Blandford (Human & Public Services)

VISITORS

- DJ Hawkins
- Cody Jenson
- Mary Isaac

AGENDA

1. Call to Order

- Welcome
- Note-taker: Suzie Witmer

2. Action Items

- 2.1. Approval of [Agenda 11/13/2025](#)
 - First – Cox
 - Second – Witmer
 - Status – Approved

- 2.2. Approval of [Minutes \(10/09/2025 DEC Meeting\)](#)
 - First – Nafzgar
 - Second – Cox
 - Status – Approved

- 2.3 **Request to Approve DE Coordinator Job Descriptions: [RSI and Accessibility PD Coordinator & Draft Letter of Support](#) for DE Coordinators**
 - First – Blandford
 - Second – Gray
 - Status – Approved Unanimously

The DEC committee strongly supports and will send to President Green and Academic Senate for consideration by Executive Cabinet.

- 2.4 **Request to Approve DE Coordinator Job Description – [POCR Lead](#)**
Dedicated POCR Lead to take on [responsibilities](#) to achieve initial [local NC POCR process](#) team certification & coordinate larger [launch](#) with NAS approval

- First – Nafzgar
- Second – Cox
- Status – Approved Unanimously
- **2.5 Request to Support RCCD [Re-Examination of DE Chair Duties](#) and Re-Assign Time**
 - First – Witmer
 - Second – Doucette
 - Status – Approved Unanimously

3. Discussion Items

- **3.1 DE Tools: Respondus Lockdown Browser, Pronto, Turnitin and Tool Renewal Budgetary Issues and Processes**

Data would be helpful to identify what DE tools are being used.

- **3.2 AI and Accessibility : CCCCO webinar series on the Nectir AI pilot program presentation included information about Playlab's [Universal Access Bot](#), which is an AI tool that converts PDFs into accessible Canvas html documents.**

Discussion followed.

- **AI, [Digital Literacy](#), and [Academic Integrity](#)**

Discussion followed.

4. Information Items

- **4.1 DE Certification – RCCD DE Equivalency Pathway is Now Open – Faculty can enroll now and save their space for the Feb, March or April sessions.**

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| <ul style="list-style-type: none"> • List of Pre-Approved @ONE Courses Below (Available to Enroll in Now in @ONE facilitated (not self-paced) courses listed below) |
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| <ul style="list-style-type: none"> • Just Getting Started with DE Training? Try one of these courses: • Introduction to Teaching with Canvas (4 weeks, 40 hours, facilitated) • Online Teaching & Design (12 weeks, 120 hours, facilitated) |
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- **Ready to move your DE skills to the next level? Try one of these courses:**
- [Assessment in Digital Learning](#) (4 weeks, 40 hours, facilitated)
- [Creating Accessible Course Content](#) (4 weeks, 40 hours, facilitated)
- [Equitable Grading Strategies](#) (4 weeks, 40 hours, facilitated)
- [Equity & Culturally Responsive Online Teaching](#) (4 weeks, 40 hours, facilitated)
- [Introduction to Course Design](#) (4 weeks, 40 hours, facilitated)
- [10*10*10: Communication that Matters](#) (4 weeks, 40 hours, facilitated)

- **4.2 RSI Sub Committee Updates**

- **Two Remaining fall 2025 NC DEC RSI Computer Lab Drop-In Sessions**
 - **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](#)
- New RSI Templates are available through Design Plus, click on the DesignPLUS Quick Start Wizard when you open a NEW Canvas Page. Look under “General” for our Norco College RSI templates.
- For even more BONUS RSI templates and materials that can easily be imported directly to your Canvas course, go to Canvas Commons, and search Norco College RSI!

- **4.3 Accessibility Sub Committee Updates**

- **4.4 Peer to Peer / DE Certification Updates**

- **4.5 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: (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