



NORCO
COLLEGE

Distance Education Committee

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

Room: NOC 102 & [ZOOM](#)

COMMITTEE MEMBERSHIP (Voting Members 13; Quorum 7)

- 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)
- Melissa Wilson (Social and Behavioral Sciences)
- Cheryl Cox (Library Services)
- Tamara Cummings (Social and Behavioral Sciences)
- Silvio Castillo (ASNC Representative)

VISITORS

- Mary Isaac (Social and Behavioral Sciences)

AGENDA

1. Call to Order

- Welcome

- Note-taker: Melissa Wilson

2. Action Items

- **2.1. Approval of [Agenda 12/11/2025](#)**

- First – Adams
- Second – Witmer
- Status – Approved

- **2.2. Approval of [Minutes \(11/13/2025 DEC Meeting\)](#)**

- First – Gray
- Second – Adams
- Status – Approved

- **2.3 Proposed Norco College [RSI Self-Check Policy](#)**

- First – Gray
- Second – Cummings
- Status – Tabled; plan to revisit in Fall
 - Adapted from MVC; Changes: Number 3 regarding RSI Self-Check form.
 1. Suggestion to hold off on this until the RSI Self-Check is closer to being approved. Self-Check might not be the final recommendation; it's considered a reflection tool for now.
 2. Suggestion to make voluntary opt-in language bold and clear to alleviate union concerns. ASCJC does require this.
 - Suggestion to table until Fall, next academic year, because the more urgent focus in Spring is to get faculty doing RSI work.
 1. Professional development regarding RSI first. Then put RSI Check processes in place. Eventually, suggestion to consider adding RSI to IOI forms (after sufficient RSI PD training) to motivate RSI.

- **2.4 Proposed Norco College [RSI Self-Check](#) Microsoft Form to Prepare Faculty for Upcoming Spring 2026 ACCJC Accreditation RSI Review of 100% OL Classes**
 - First – Witmer
 - Second – Marquis
 - Status – Approved
 - Positive reactions to form, comprehensive and useful for those who don't want to come in for training.
 - Faculty should save their form responses for various uses. Getting more help, saving evidence, possibility to submit your own responses for 1 FLEX credit hour.
 - Check the format of saved form responses.
 - Need to clarify goal of self-check (e.g., data for accreditation or institution, training, self-reflection).
 - Concerns that faculty may find it overwhelming or will drop out part way. Suggestion to offer a reward or prize. Suggestion to make this FLEX activity for 1 hour.
 - Faculty should not have to share their results to get FLEX credit, just a description of activity and a screenshot as evidence of completion.
 - **Full-time faculty** should submit an individual activity on FLEX Tracker for this 1-hour self-check for FLEX credit.
 - **Associate faculty** can submit evidence to their IDS to request to receive **1 hour pay** for the RSI Self-Check as professional development, if they have not already been paid for their 3 hours of professional development this academic year.
 - FPDC confirmed the current payment process for Associate faculty professional development. Associate faculty can claim up to 9 hours of total compensation per academic year, with 3.00 hours compensation for each of the following:
 - 1) Professional Development,

- 2) Course level and/or program level assessment projects and
 - 3) Equity-related professional development
 - To start the reporting process, an Associate Faculty will contact their assigned IDS who will initiate the process in Adobe Sign.
- **2.5 Proposal to Request CMAC & NAS Collaboration** - To fund a local NC POCR team by utilizing the Crafton College Model – using OER grant funds, as OER is embedded in the POCR rubric.
 - First – Cummings
 - Second – Cox
 - Status – Tabled; revisit in Fall
 - Is POCR a priority? There may be a timeline for funding.
 - Should Sandra reach out with letter, formal proposal, or questions? Anything POCR related can be tabled until Fall.
 - Suggestion to get the funding and longevity of funding questions answered from NAS and NC administration before putting in additional NC DEC effort.

3. Discussion Items

- **3.1 CVC Adoptable POCR [Plug and Play Courses](#):**
 - Aligned with the [CVC@ONE Course Design Rubric](#), using OER resources, and can be badged through the faculty member's own Local POCR process. (When RCCD develops local POCR processes).
 - The first six are available through Canvas Commons and check out this [POCR Plug and Play webinar](#) for more details.
 - COMM C1000: Introduction to Public Speaking
 - ENGL C1000: Academic Reading and Writing
 - ENGL C1001: Critical Thinking and Writing
 - STAT C1000: Introduction to Statistics
 - POLS C1000: American Government and Politics

- PSYC C1000: Introduction to Psychology

- **3.2 RCCD DE Peer-to-Peer Certification Workgroup Update**
 - We are not running this at local DE level; it will be run at the district level. Nothing needed from local DE to get this up and running.
 - Pilot new peer-to-peer certification process in Winter with full launch in Spring 2026

- **3.3 District DE Tools and Budgetary Concerns & [DE Tools Process](#)**
 - Current DE Tools Budget: \$199,000.00
 - Need: \$428,069.85
 - Short: - \$229,069.85

- **3.4 RSI Communication & Monitoring Plan – Update on Request for APC to Add to Course Syllabus Shell**
 - Alexis will take this to APC on Friday, Dec 12th.

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.**

<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)
<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)
<ul style="list-style-type: none"> • 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**
 - **Asynchronous Support** - [Submit the RSI Support Request Form](#)
 - **New RSI Templates:** Now 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**
 - **RCCD Canvas [Accessibility Guide](#)**
 - **RCCD [Accessibility Webinars](#) and Tutorials on PopeTech and TidyUp**
 - **RCCD [Accessibility Basics Video Library](#)**
 - **[Accessibility Video Hub](#):** learn about UDOIT, Tidyup, and Design Plus Cidilab tools
 - **Playlab: [Universal Access Bot](#)**, which is an AI tool that converts PDFs into accessible documents
 - **LUDIA:** A free, AI-powered [chatbot](#) that helps educators apply the [Universal Design for Learning](#) (UDL) framework to reduce learning barriers
 - NC Top [Accessibility Challenges Across](#) the College

- **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: Recordings now available of all the RCCD DE workshop sessions (on AI, RSI, Accessibility, Canvas Tools and Discussions) are available on the District DE Faculty Training (DEFT) [Video Library](#)**
 - **TextExpander Tool Training:** 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, \(Registration Link\)](#) – Next Chapter in AI: Integration and Best Practices**
 - Feb 24, 2026 12:00 PM
 - Feb 27, 2026 12:00 PM
 - Apr 28, 2026 12:00 PM

- May 1, 2026 12:00 PM
- CCC's [AI Professional Development](#) and the Future of Learning Opportunities Website – including video archive of past AI webinar recordings; podcasts; conferences and courses on AI.
 - **You can also register for future AI sessions on:**
 - December 27th, 2025
 - Time: 12:00 pm
 - Description: How administrators and classified professionals use AI in their roles
- **4.5 Support for New Faculty:**
 - [DE Certification Options & Information](#)
 - [Canvas Shell Access Form](#)
 - [RCCD Canvas Pre-Built Templates](#): 16-Week; 8-Week; 6-Week
 - New **Norco College RSI** Templates on [Canvas Commons](#)

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 Spring 2026 (NOC 102)

DEC Meetings are scheduled for Thursdays, 12:50 – 1:50pm

- **March 12 (IT 206)**
- **April 9 (NOC 102)**
- **May 14 (NOC 102)**

Join Zoom Meeting

<https://rccd-edu.zoom.us/j/84979037240?pwd=7iPBbQtbRXltMF9F2FY5gWCDfYgoQV.1>

Meeting ID: 849 7903 7240, Passcode: 682220