



NORCO
COLLEGE

Distance Education Committee

Minutes | March 12th, 2026 | 12:50 pm |

Room: IT 206 & [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)
- Bibiana Lopez (Math, Engineering, Computer Science & Game Development)
- 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)
- Amy Blandford (Administrative Justice and Human Services)

VISITORS

- DJ Hawkins
- Kara Zamiska

AGENDA

1. Call to Order

- Welcome
- Note-taker – Melissa Wilson

2. Action Items

- 2.1. Approval of [Agenda 3/12/2026](#)
 - First – Marquis
 - Second – Hutchings
 - Status – Approved
- 2.2. Approval of [Minutes](#) (12/11/2025 DEC Meeting)
 - First – Nafzgar
 - Second – Hutchings
 - Status – Approved
- 2.3 MVC Request to Update RCCD [BP 2105](#)
 - First – Blandford
 - Second – Wilson
 - Status – Approved
 - Updates align board policy with accreditation language, remove “asynchronous” language and replace with “direct instruction” language.
- 2.4 MVC Request to Update [RCCD DE RSI Guidelines](#)
 - First – Nafzger
 - Second – Lopez
 - Status – Approved

- Updates align board policy with accreditation language, remove “asynchronous” language and replace with “direct instruction” language.

3. Discussion Items

- **3.1 District DE: Certification Updates on Equivalency and Peer-to-Peer Workgroup Pathways**
 - DJ shared current # of faculty who need DE Certification.
 - P2P Process #s: 69 submissions to the P2P process, 26 reviews in process, 8 completed, 4 in revisions, 4 certified.
 - We currently have 12 peer reviewers. New batch of peer reviewers will be hired on soon, HR received the SPR call on 3/5.
 - The intention of P2P workgroup is to repost the call for new reviewers every 3-4 weeks.
 - We need more reviewers!
 - You can now submit hybrid courses to the P2P process, but they should be fully built courses.
 - Faculty must submit a fully developed, complete course for review. This can be an in-progress course or a course that has not yet been offered. A DEV shell is made with a copy of the course submitted. Faculty should not make changes to a completed course, make changes in the DEV shell.
 - Peer reviewers have 2 weeks to review, faculty have 2 weeks to revise, peer reviewers have 1 week for a second revision. You can only revise once. If still not aligned after first round of revisions, resubmit to the P2P process again (at the bottom of the list).
 - Where should faculty go for resources if they need revisions or help with preparing for P2P process?
 - District DE is continuing to hold drop-in hours.
 - District DE does not interpret the P2P rubric (purview of faculty) so DJ is providing trainings about RSI, Accessibility, Course Design.
 - MVC has an SPR for P2P prep sessions, we should try to request an SPR too to provide more faculty support and prep.
 - Melissa and Laura are presenting a TLC Brown Bag related to P2P Review process and DE Cert options on Thursday (3/19) during college hour. The session will be recorded.

- CVC Exchange Enrollments: There are 193 CVC exchange enrollments in the district, 91 enrollments are at Norco.
 - CVC students can only enroll in 2 courses via the CVC per semester.

- **3.2 RSI Communication and Monitoring Plan:** Update on Request to APC to Add to Course Syllabus Shell
 - Approved at APC, well supported.
 - Accreditation is looking at the Spring 2026 semester (now), so try to send the communication plan information out to your departments so that faculty add it in now.
 - Unsure of when it will be updated officially in the syllabus shell.

- **3.3 RSI Workgroup & ACCJC Accreditation Visit Updates**
 - [RSI Self-Check form](#)
 - [RSI Support Request Form](#)
 - [District DE Workshop Series](#)
 - College Specific RSI Templates Now Available in DesignPlus New Pages and Canvas Commons
 - Sara worked for District DE over winter creating RSI templates.
 - Workshops were not particularly well utilized in the Fall semester. We can still offer scheduled trainings if the committee sees value in that, but it may not be the most efficient way to reach faculty. Laura is still offering to work with any departments, disciplines, or groups of faculty who would like to schedule a training session on zoom or in person.
 - How would the committee like to move forward to provide the RSI PD that is needed to support faculty on an ongoing basis?
 - Share at department meetings – get together with department or disciplines and request a session. Evening zoom sessions work well.
 - No one completed the RSI Self-Check form since the sessions we ran last Fall. Similarly, only one question came through via the support form.
 - Advocate for the RSI Self-Check form in your department

- We still need to develop a method to systematically evaluate that RSI is happening in classes and across the institution. Perhaps the RSI workgroup can transition into a subcommittee of DE. The RSI Sub-Committee was already DEC approved, and we need more members willing to take this on.
 - Does the RSI workgroup pivot away from educating and more towards checking and ensuring this is happening?
 - MVC is comfortable with their self-check process. It may be possible to collaborate with them.
- **3.4 Accessibility Workgroup Updates**
 - New Title II of ADA (Department of Justice) [WCAG 2.1 Level AA](#) Legal Accessibility Standards and Spring 2026, College Compliance Deadline
 - Use PopeTech to Clear Accessibility Errors and Alerts
 - Use Link Validator to Ensure Course Links are Valid
- **3.5 District DE Tools Budgetary Concerns and Updates (ie. Funding & [DE Tools Process](#))**
 - Current DE Tools Budget: \$199,000.00
 - Need: \$428,069.85
 - Short: - \$229,069.85
 - UDOIT (Universal Design Online Content Inspection Tool) no longer available
 - Ally has diagnostic capacity, but limited functionality for conducting accessibility fixes – use PopeTech
 - Pronto – Unlikely to be renewed by District DE

4. Information Items

- 4.1 [NC DEC NAS Update](#)
- 4.2 **District DE just developed a NEW partnership with @ONE to offer exclusive RCCD only enrollment in the following 3 @ONE courses:**
 - **10-10-10: Communication that Matters**
 - **Introduction to Course Design**
 - **Creating Accessible Course Content**
 - @ONE – RCCD Faculty Only Registration Information:
 - Enroll Now for the Exclusive RCCD Only Cohorts: April, May, and June 2026.

- Faculty only need to complete one (1) course to meet the [RCCD Online Teaching Certification requirements](#).
 - Registration Link: Access the [RCCD @ONE Interest Form](#) to secure a seat (first-come, first-served).
 - Status Check: You can verify your current certification status within the DE Instructor Resources shell in Canvas.
 - For Questions: Contact DJ Hawkins (District DE)
- **4.3 RSI Sub Committee Resources**
 - Asynchronous Support - [Submit the RSI Support Request Form](#)
 - New NC, RCC, and MVC Branded 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!**
- **4.4 Accessibility Sub Committee Resources**
 - 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
- **4.5 District DE Resources:**
 - 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
 - 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.
- **4.6 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
 - **4.7 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

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