

Norco College
Distance Education Committee Meeting Minutes
Thursday, 4/6/2017
12:50PM-1:50PM
CSS 216

Members Present: Jan Muto, Patty Worsham, Sandra Popiden, Jason Zamora, Araceli Covarrubias, Karin Skiba

1. Minutes approved: Worsham (m), Popiden (s), unanimous.
2. OEI follow-up
 - a. Recommendation endorsing the OEI Rubric for DE courses (online and hybrid) with professional development was passed by Academic Senate on 4/3.
 - i. Need to define a process for how this will be implemented in 2017-18
 - ii. Add to May meeting agenda
 - b. President Reece has expressed his support of the committee and of distance learning. He has taught online and sees the benefit for adding FTES using this delivery mode.
 - c. There remains significant confusion among the faculty (and department chairs) about the potential conversion to Canvas. The committee requests the chair communicate this to the administration. The committee requests:
 - i. A formal proposal/presentation including
 1. timeline of collecting input
 2. specification of dates for various approvals required
 3. identification of technical support for faculty
 4. timeline of significant dates for the conversion, if it happens including but not limited to: conversion of BB classes, use of both BB and Canvas, full implementation of Canvas & deletion of access to BB
 5. relationship/distinction between OEI and Canvas
 6. short-term and long-term cost implications
 - ii. An on-campus presentation to all Norco faculty (and recorded), which will include a Q & A session
 - d. There was confusion about the RCCD Flex event on 3/24. Muto had scheduled the room through R25 Live and followed-up via email with Lorena Newsom, Bader had put it through professional development committee. The presenters went to the wrong room in STEM, found it occupied, then moved to the Operations Center. Unfortunately there was no information about the move available at STEM for those who arrived for the afternoon session.
 - e. There was also confusion about the 3/31 "Consultative Committee" meeting called by Regino to be held at RCC. Only a week's notice was given and the purpose of the meeting and the role of the attendees was not clear. Some faculty thought that the

- meeting signaled a de-facto move to Canvas and questioned why we are having pilots.
- f. The 4/21 professional development session hosted by RCCD and sponsored by Universal Design was reiterated. One faculty member questioned the ethics of having what they perceived to be a corporate sponsor for such an event. At least one committee member is planning to attend; three others have conflicts.
3. Professional Development
 - a. The committee reiterated the importance of substantive professional development for DE faculty, but noted the indecision about whether or not that should be related to Canvas for fall Flex days.
 - b. Questions arose about the availability of experts and whether or not the college will have any local control.
 - c. Whose responsibility is this? Does it fall solely to faculty committees?
 - d. Four faculty (3 full-time, one part-time) will be attending the Online Teaching Conference, along with Parks, and are supported by the college.
 - e. See a need for a full year of professional development opportunities, especially if Canvas conversion will be happening.
 4. Curriculum
 - a. Muto received an email from Curriculum Committee Chair Johnson regarding DE committee input on the DE curricular approval. Topic will be discussed at May meeting.
 5. Meeting date/time
 - a. Will finalize fall meeting times at May meeting. Problem with Thursday college hour is that it conflicts with too many events and with student clubs. Intend to move location to Operations Center conference room to allow for mediated attendance.

Next meeting: May 4, 12:50-1:50 in CSS 219