

Norco College
Distance Education Committee Meeting Agenda
Wednesday 10/17/18
3:00 PM-4:15 PM
OC 102

Members Present: Damon Nance (Co-Chair, Library), Michael Bobo (Co-Chair, A&H), William Ibekwe (STEM), Ammanda Moore (A&H), Sandra Popiden (SBS), Kara Zamiska (SBS)

Members Absent: Tom Wagner (Co-Chair, B&M)

Guests: Bibiana Lopez (STEM), Tim Russell (SBS), Sean Ulbert (RCCD)

Action Items

1. Approval of the Agenda
 - a. Sandra moves
 - b. Damon seconds
 - c. All Approve, 0 No, 0 Abstain

2. Approval of the Minutes 9/19/2018
 - a. Damon moves
 - b. Sandra seconds
 - c. All Approve, 0 No, 0 Abstain

3. Explore Norco College Sovereignty to Approve DE Curriculum (Michael Bobo)
 - a. Sandra moves
 - b. Damon seconds
 - c. All Approve

Discussion: Michael will explore this with VP of Academic Affairs, Academic Senate, and Curriculum. Norco DEC reluctant to move, but open to possible role in shaping Curriculum for DE at Norco College.

Discussion Items

4. Status of Recommendation for Instructional Designer (ID) Position (Sandra Popiden)
 - a. Letter presented to Committee via email prior to meeting to address motion for permanent, full-time Instructional Designer position at Norco.
 - b. Social and Behavioral Sciences agreed to join motion
 - c. Discussion of DOI, PDC and TLC joining letter
 - d. Sandra will send to Kara and Quinton to raise support for ID
 - e. Letter addressed to Vice Chancellor Susan Mills with CC to Dr. Lee
 - f. November meeting will revisit status to submit before Fall ends

5. Collaboration with Professional Development Committee (Tim Russell/Kara Zamiska)
 - a. Tim and Kara visited to explore possibilities for Spring FLEX events including Office360, Sharepoint and Canvas

- b. Sean will tentatively commit to participate pending District approval of his role at Norco College (contract ends December 2018)
 - c. Sean intends 1 final Canvas Academy in conjunction with PDC to help the remaining faculty before Blackboard contract ends
 - d. DEC poses Basic Canvas for Faculty in Spring session as well as Advanced Canvas session for faculty to brainstorm and share best practices
 - e. Several topics to consider: Gradebook, SLOs, Exams, Importing and Copying courses, Apps in Canvas, 3C transcription for videos
6. Canvas Training Update (Sean Ulbert)
- a. 69% of previous DE faculty have been trained at Norco
 - b. 84% of the enrolled faculty have completed
 - c. Sean created a list of DE faculty who have not yet completed. Circulated to DOIs, Department Chairs and VP of Academic Affairs
 - d. Michael will discuss this with Academic Senate to call for more participants in the Canvas Academy
7. October Sub Committee Report (Michael Bobo)
- a. 2018-2019 Committee Membership updated
 - b. 2018-2019 Committee Goals reviewed and updated
 - c. Michael will present these pieces of information to Academic Senate on October 29th Subcommittee meeting
8. District Approval of Canvas Course Shells for Spring 2019 (Michael Bobo)
- a. Sean will examine the District position on OL and HYBRID creation without Faculty submission of a request for course
 - b. Extra step to request course from District for each section taught at Norco [http://www.opencampus.com/faculty/forms/faculty_forms_canvas_req_class_content_copy.html]
 - c. WE courses will probably need to be requested for funding reasons, but Sean will examine this in the next District Distance Education meeting
 - d. Sandra mentioned the request to merge or combine classes would not be possible with an automatic process
9. Collaboration with Assessment to Integrate Canvas Course SLOs (Michael Bobo)
- a. Michael updated DEC about SLO integration into Canvas as incentive to faculty
 - b. Alexis Gray (Program Review) and Laura Adams (NAC) have been working to streamline the SLO migration to Canvas
 - c. DEC will need to help in this process over time
 - d. Michael will keep DEC informed in November

Next meeting: Wednesday, November 21 from 3:00-4:15 PM