

Norco College  
Distance Education Committee Meeting Minutes  
Wednesday 11/20/19  
3:00 PM-4:15 PM  
OC-116

Attendance:

Members Present: Damon Nance (A&H), Michael Bobo (A&H), Walter Stevens (A&H), David Chaney-Pineda (ASNC), Dana White (B&M), Suzanne Witmer (STEM), Dr. Sandra Popiden (SBS)

Members Absent/Schedule Conflicts: Vivian Harris (A&H), Dr. Estrella Romero (A&H), Lori Namazi (B&M), Tom Wagner (B&M), Dr. Sarah Burnett (SBS), Marissa Iliscupidez (SBS), Glen Graham (STEM),

Guests: Dr. Gustavo Ocegüera (Dean of Student Equity), Dr. Sheila Pisa (RCCD), Sean Ulbert (RCCD)

Action Items

1. Approve November Agenda
  - a. D. White moves
  - b. S. Witmer seconds
  - c. All Approve
2. Approve [Minutes from October 16, 2019](#)
  - a. D. Nance moves
  - b. D. White seconds
  - c. All Approve

Norco College Discussion Items

3. [Fall 2019 Report to Academic Senate](#) (Michael Bobo)
  - a. M. Bobo will present the following report from RCCD Distance Education to Norco Academic Senate in the final Fall meeting.
  - b. This report is optional to update membership and inform Academic Senate about progress made in the District with the College's approval of AP 4105, Best Practices in Regular and Substantive Contact and Permission to Use Faculty Materials.
  - c. The updated report places Norco Distance Education under 2030 Goal 1 (Access), 2024 Objective 1.3.
  - d. M. Bobo will raise the request for participation in 2030 Goals 2 Success, 3 Equity and 7 Programs which requires Norco Academic Senate approval.
  - e. M. Bobo encourages the Committee to submit requests for Professional Development funding for the Online Teaching Conference in Anaheim from June 17-19, 2020.
  - f. The following Committee goals have been agreed upon by members present:
    - i. Collaborate with District Distance Education administrators, faculty and staff to develop a District Distance Education plan in preparation for Accreditation 2020 visit.
    - ii. Approve and endorse updated Guide to Recommended Best Practices and Summary of Regulations distributed with Teaching Assignments to all faculty online and Hybrid courses
    - iii. Support training of faculty in cooperation with RCCD Distance Education staff

- iv. Support professional development, mentoring and training of faculty interested in online learning, including FLEX trainings, NetTutor Training and 3 Brown Bag Discussions
- v. Explore best practices in equity mindedness in support of the Student Equity Plan
- vi. Support the Norco College goals to educate faculty in assessment, accessibility, and equity related to online learning with the creation of an Accessibility Team working on a District-wide Accessibility Plan
- vii. Ensure student preparation for online learning in collaboration with ASNC through implementation of tools like Quest for Success and Smarter Measure
- viii. Promote Pilot Programs to Norco faculty as offered by RCCD Distance Education

4. [Equity in Distance Education](#) (Michael Bobo)

- a. Norco's Student Equity Plan and this Distance Education Data should inform the Norco College Distance Education Plan following the completion of the RCCD Distance Education Handbook. Norco had the largest equity gap across the District, which means faculty need to consider their course design for equity as well as disciplinary rigor.
- b. RCCD disciplinary faculty should consider meeting to discuss ways to engage a wider variety of students in their fields.
- c. Data indicates room for improvement across the College. Universal Design for Learning is a best practice to help reduce equity gaps. Committee suggests a UDL expert for future professional development and/or FLEX training.
- d. Members have been encouraged to share this data with their Departments to help raise conversations around best practices in more focused disciplinary contexts.
- e. Hybrid and online offerings have consistently grown across the College and District over the past five years from 2013-2018. Both comprise over 20% of all FTES at Norco (6.6% hybrid, 13.9% online).
- f. Over the five-year study, retention rates track very closely between DE and non-DE courses within 5%. Success rates for non-DE courses have been consistently higher within 8%. This varies by School between hybrid and online offerings versus non-DE offerings. See Figure 4.
- g. First year students of color have really struggled across the College with online courses. See Figures 5-8.
- h. Professional Development around best practices in online education related to equity is vital in collaboration with Dr. Ocegüera's office within the scope of Norco College's Equity Plan.

5. ASNC Update (David Chaney-Pineda)

- a. Students appreciated the global announcement in Canvas since many do not check emails regularly.

[RCCD Discussion Items](#)

6. District News (Sheila Pisa)

- a. Canvas [Training Schedule Calendar](#) with Derek Moore and Sean Ulbert is available. Promote this to your Department colleagues and constituents.

- b. Winter and Spring Pilot Programs for Quest for Success to help orientate students during the first week of online courses. This is a best practice to address issues of equity mentioned above. Smarter Measure offers a variety of input for students to consider their readiness before undertaking a 16-week online commitment. It analyzes their learning styles, typing speed, computer access, time management and more.
  - c. Pronto has been useful to promote student engagement. RCCD will inquire about pricing for Spring. It is not certain whether their price will be amenable for future use. Current faculty use of Pronto has been very low though the feedback is positive.
  - d. TechSmith Relay Pilot in Spring will support faculty media requests and promote student engagement. See the [Zoom Meeting demonstration](#) for details. [Sign up in Canvas](#) with an explanation of your intentions for Spring. Faculty will be expected to share their feedback and to offer demonstration in future FLEX trainings.
7. [Draft DE Addendum](#) first reading (Sarah Burnett)
- a. Norco DEC members deeply appreciate Dr. Burnett’s role in preparing this draft. Unfortunately, Dr. Burnett had a scheduling conflict so this item will be reconsidered in the March 18 Norco DEC meeting.
8. Accessibility Team Update (Dana White)
- a. ALLY has been implemented in D. White’s course. It scans files for accessibility but does not fix issues in the documents. RCCD roll out will correlate with the Accessibility Plan and mentoring program. Faculty need to request access to ALLY from RCCD Distance Education via the Faculty Assistance Forms.
  - b. UDOIT is also available to identify pages with issues inside Canvas content.
  - c. Videos are not scanned for accessibility
  - d. [Proposal for Accessibility Pilot](#) - RCCD Distance Education is working on Accessibility Plan mentoring program over the Spring. A Pilot Program will be announced in the District with funding from the Chancellor’s Office to support training of faculty trainers at \$89.29/hr. The proposal includes funding for 20 faculty with a 20-hour stipend for training in Fall 2020 to accommodate 5% of all sections offered online and hybrid. Faculty Association seeks Deans’ participation to present this to faculty in Spring.
  - e. [Sponsor Letter to Faculty](#) – Faculty will be presented with this letter to remind them about ADA 508 compliance in our online and hybrid courses. This is an urgent matter in our State.

Next meeting: Wednesday, February 19, 2020 (3:00-4:15 PM)

(We will discuss Accreditation with Dr. Sam Lee and Kris Anderson)

### 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 best practices for distance education.

