

# DEC Minutes

Date– 11/17/21 held via ConferZoom

Time 4:00-5:30PM

Members (highlight indicates absence):

Sarah Burnett (BEIT) Professor – Faculty Co-Chair	Araceli Covarrubias (AHWL)	Maria Jurado (SBS)	Sandra Popiden (POLS/SBS)	Roman Zuniga (ASNC),
Matt Allen (DRC)	Vivian Harris (COMM/LIB)- - Associate Professor	Bibiana Lopez (STEM)- Assistant Professor	Jesus Reyes (STEM)- Assistant Professor	Walter Stevens (THTR/AHWL)
Steven Camacho (COM)	Lisa Hernandez (COM)	Farshid Mirzai (BEIT)	Mitzi Sloniger (COMM)- Associate Professor	Ryan Hitch (COMM)
Elisa Chung (STEM)	Marissa Iliscupidez (SBS)	Damon Nance (Admin Co- Chair)	Paul Van Hulle (BEIT)- Associate Professor	

Visitors: Susan Finley, DJ Hawkins, Torria Davis

Meeting called to order at time: 4:05PM

- Approve Agenda:
  - Motion: Vivian / Second: Walter / Vote: Unanimous
- Approve minutes from 10/21/21 meeting
  - Motion: Vivian / Second: Walter / Vote: Unanimous
- What Happened:

## I. DE Committee Charter

- a. Concerns over the sections: Charge, Objectives, Equity, Scope & Expected Deliverables, Membership, Meeting Times, Roles of Chairs and Members
  - i. Biggest concern: “Primary Responsible for assessing and coordinating” the objectives to reduce the equity gaps. Should we change the language to say that through our purpose we address the gaps?
    1. Push to spring? How can we assess what we have no control over?
  - ii. **Decided that we will push this to the spring**

## II. Share out from Work Group

meetings [https://docs.google.com/document/d/1tYqr\\_0wvaQyOZydI\\_ulGV06aC58Mx7vCJMP9Ww0H9gc/edit?usp=sharing](https://docs.google.com/document/d/1tYqr_0wvaQyOZydI_ulGV06aC58Mx7vCJMP9Ww0H9gc/edit?usp=sharing)

### a. IOI Guideline Group

- i. This is currently identified as for use with associate faculty (per FA permissions), but the intent is to have it later apply to all faculty. It will have to be put before

the union, then it would be rolled out to all faculty for reactions and training (this is for those who *choose* to teach online)

- ii. It is a guideline for during an IOI
- iii. These are suggestions, but we will bring it back in the spring, action item, to look over and vote on. Then we will take it to RCC, senate, and last to the district.
  - 1. Concerns: Why to associate faculty only? Response: union said this was all we could do. Concern that this is an equity problem. Agreed.
  - 2. Historically, the IOIs have not been the same for part-time and full-time faculty; however, this could be a step in the direction of equity.

**b. POCR Group**

- i. The group examined: The legal aspects, next steps, looked at saddleback college process, initial thoughts, steps
- ii. Maria shared a PP that explained
  - 1. What POCR is
  - 2. How it works (submit a shell [follow OEI rubric]), 1 POCR lead, 2 peer reviewers), reviewing the structure and presentation of content. Also, there is an accessibility coach and a Canvas system Administrator (logistics, create empty shells, enable access)
    - a. Starts locally (@ONE), then moves to the state, so the course can be stamped as POCR approved
- iii. Sarah: Will we use the OEI rubric? Purpose is for consistency. Norco is already an unofficial part of the consortium, but we are not yet a member. We don't get all the benefits. Doing so could capture students that we aren't capturing across the state. Let's start locally first.
- iv. Discussion:
  - 1. Will this help, pertain to enrollment? Response: Yes, it can.
  - 2. Concerned about accessibility issues. Response: Local POCR will help with this as well as. Follow up question: Is this part of the strategic plan? Response: Yes, but it has not been formalized.
- v. Sarah suggestion for **spring**: POCR Work Group to draft a proposal of what our POCR should look like to later pilot it.

**c. FLEX group**

- i. Course design (ongoing, lab style maybe)
- ii. Assessment of the courses
- iii. Various platform, options, resources
- iv. Universal learning design
- v. Make the courses more "human"
- vi. Hands on with the resources
- vii. Videos in a repository
- viii. Maybe make a Norco website of a series to expand people's understanding of all that Canvas can offer. Bringing attention to the videos (series) that are already available of what resources faculty have access to and expiration dates on those resources
  - 1. **Spring**: FLEX Work Group to put forward a proposal for the second business meeting, calendar of events, ask people to speak on them

III. Permissions for IOI observations for review (see MVC Document in Canvas shell)

- a. They did a draft for how we are doing our IOIs as an observer. We currently don't/can't really see what is going on in a course. Can't go outside the module limits, but that limits the ability of the observer to see the module.
- b. Creation of a "user role" "designer Canvas role" for during IOIs, specifically of concern are:
  - i. Announcements (viewer user reports), discussion boards (when they are two-part), groups, manage course selection, users (view list)
- c. **Spring:** What should we be able to see, need to see? Come up with our own and then compare to MVC – concern about the level of intrusiveness into a faculty purview with MVC's proposal

**IV. DE language for catalog and schedule – review and revise – (documents in DEC folder)**

- a. Tabled for spring

V. Meeting to discuss joining the CVC OEI – and use of the CVC OEI Rubric – separate meeting invite

- a. We want to learn more before committing to this. Maybe scheduling this for the senate, and we and TLC can join too (set up for **spring**) Andrea Handstein (sp?)

**VI. DE DEN review and discussion on what to adopt at NC – separate meeting**

- a. Tabled for spring

VII. Canvas template(s) for all courses - shared

- a. All of DE District created templates are available in Canvas Common.
  - i. After you sign into Canvas, click on the Common's icon (C with an arrow) in the global navigation menu.
  - ii. In the search bar, enter RCCD template.
  - iii. You should see about 35+ items.
  - iv. **WARNING:** We recommend that full course templates be only downloaded into empty course shells.

VIII. **Peralta On-line Equity Rubric** - [C:\Users\sburnett\Desktop\Distance Education Committee\Peralta-Online-Equity-Rubric-3.0-Oct-2020\[1\].pdf](C:\Users\sburnett\Desktop\Distance Education Committee\Peralta-Online-Equity-Rubric-3.0-Oct-2020[1].pdf)

- a. Tabled until spring

**Suggestion:** Engagement of students in online classes has been a problem, how-to

**Suggested Action item for spring:** self-paced equity module (help faculty to meet the 8hr requirement)

Meeting concluded at time: 5:42PM

Next Business Meeting: 2/23 @ 4-5:30 location where: ConferZoom

Business meetings in Spring will be as follows

2/23 4-5:30 pm

3/16 4-5:30 pm

4/20 4-5:30 pm

5/18 4-5:30 pm