

# RCC Distance Education Committee

February 23, 2018

## Minutes

Attending: Charlie Richard, Rolando Regino, Diana Friedman, Jim Knieriem, Cynthia Gobatie, Kathy Kelly, Derek Moore, Stacy Shipway, Kristi DiMemmo; excused: Amber Casolari, Star Romero, Heather Smith, Steve Brewster.

- I. Agenda
- II. Minutes from 11/17/17
- III. Status of Canvas transition
  - a. Plan for transition completion
    - i. Faculty to finish training by end of summer 2018
    - ii. Move all course offerings to Canvas by end of fall 2018
    - iii. RCCD will continue to have access to old Blackboard classes for three years after that.
  - b. 25-30% of district faculty have been trained
  - c. 65% of faculty have signed up for training
  - d. 60% of faculty complete training within a month
  - e. New faculty to DE are asking to be trained
- IV. The DRC position
  - a. Richard will follow up with Ferrer
  - b. Vice Chancellor for Educational Services may be in place by July
- V. Online Definitions
  - a. There was consensus that this committee could recommend:
    - i. Hybrid means 51% or greater face-to-face instruction time with 49% or less being in the online format
    - ii. Online means 100% instruction time online, OR 100% time online with the exception of the first and possibly the last meeting of the session, but only with a disclaimer in the course schedule to properly notify students
    - iii. The definitions were unanimously confirmed with via email vote after the meeting.
- VI. DE and Accreditation
  - a. Request to have Hayley Ashby (Accreditation) and Greg Ferrer (Disabled Students Resources) attend the next meeting

- VII. OER Movement & Grants
  - a. Regino shared the “Case for open textbooks” handout
  - b. RCCD isn’t currently identifying OER courses
- VIII. Regional DE Conference
  - a. Regino shared a possible topics list
  - b. Conference will be Friday, April 20 on RCC campus
- IX. Other
  - a. Barnes and Noble wants contract language to be exclusive seller of online texts and access to our courses
  - b. We may change booksellers
  - c. Request to have future meeting via Zoom
  - d. Richard will ask who needs a camera for office and forward that to DiMemmo
  - e. Richard will ask Dr. Isaac about the Canvas “Quick Guides”
  - f. The next meeting will be: Friday, March 16 at 10am, details to follow if we will be virtual or not