

RCC DISTANCE EDUCATION COMMITTEE

Minutes

October 22, 2022

10:00 – 11:00 am

Zoom meeting

<https://rccd-edu.zoom.us/j/82746780495>

1. Call to Order – J. Lehr, J. Adkins, I. Alanis, C. Castro, S. Mahpar, T. Stavropoulos, L. Delgadillo, D. Hawkins, D. Myers Hyatt, J. Gibbons, N. Prajapati, R. Larson
2. Approval of Agenda John and Elena
3. Approval of Minutes John and Elena
4. District Update – Dean Davis not present, DJ states no district update
5. Collaborative Survey Documents for review and approve
 - [Course Design Review Scorecard](#)
 - [Quality Scorecard for Blended Learning](#)
 - [Quality Course Teaching and Instructional Practice Scorecard](#)

Discussion and comments on the survey documents after DE members reviewed the forms – DE member questions regarding instructions. Questions about the statements clarified about the survey being a way to self-assess, punctuation issues can clarify the instructions and process. The goal of the survey is to collect data “how are instructors using online tools when offering DE courses, design elements.”

OEI badge Rubric would be helpful for faculty taking the survey. They might see methods or ideas that they may want to start including in the DE courses.

It is unknown how the surveys will be distributed deployed to faculty. Each faculty member will receive one survey, we don't want to overwhelm faculty with too much so they will participate.

Suggestion to clarify the purpose of the survey. Anonymous data collection to determine what DE faculty are currently doing “snap-shot” in their courses.

Approved by John and Mary

6. Web Page Update: Friday 28 OCT 2022 at 9 – 10AM – John and Heather will complete a share point meeting, open to all members to join the meeting

RCC DEC GOALS:

- I. Review District and College DE initiatives, provide feedback, and approve.
- II. Bring forward CVC-OEI approval request to Faculty Senate. - Accomplished
- III. Update DE webpage as needed,

7. Redesign of RCC DE Committee semester Goals – Janet met with DE members outside of the meeting to discuss the committee restructuring and found she was hesitant to restructure the committee based on small departments and heavy meeting and reporting obligations.

Question about our committee. We report directly to the senate, we can also report to the Teaching and Learning committee (TLC) to communicate. DE meeting members are to give information to the department chair to get to the faculty.

Heather will get the bylaws to clarify where this committee should we report to.

RCC DEC Goals: #3 will be completed on 10/28/22

CVC-OEI the other colleges have approved – Agenda item - complete creating the local POKR group once instructors are trained.

8. Information Only: Zoom Storage Issues, EdTech Pilot program
Ask instructors to delete zoom files after the end of the semester, back up using media site
District deletes zoom files after 150 days

Motion to adjourn made by John and 2nd by Janet

Meeting adjourned at 11am

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