RCC DISTANCE EDUCATION COMMITTEE
MINUTES
15 September 2023
10:00 – 11:00 am
CAK 202 Q
Zoom Meeting
https://rccd-edu.zoom.us/j/81971675442?pwd=YklvTG5hTFRsVTdaM3FlUHZJQUZoQT09

Notetaker: Tina Stavropoulos

1. Call to Order: 10:03 a.m.
   - Attended (in person): Heather Smith, John Adkins, Bobbie Gray, Mary Fehn, Elena Kobzeva-Herzog, Lupe Delgadillo
   - Attended (via Zoom): Tina Stavropoulos, Rakel Larson, Jan Andres, Richard Garcia, K. Sunny Siu, Joanie Gibbons-Anderson, Diana Myers Hyatt, DJ Hawkins
2. Approval of Agenda: M/S: Elena/John; unanimous
3. Approval of Minutes: M/S: John/Elena; no changes; unanimous
4. POCR Updates
   a. Review website page is under development.
   b. Janet's awesome work on the website was shared.
   c. Link/recording for the Flex presentation requested; Heather will reach out to Melissa Harman because it was supposed to be posted on the RCC website, but it might not be updated yet.
   d. Rakel and Joanie are now certified, too.
   e. At some point this semester, those who are part of the cohort and willing and able will share and review each other's courses.
   f. Chris Blackmore said we are getting closer to resolving the technical aspects to becoming a teaching college. (Reminder: we are a "home college"; there are conflicting messages being sent so we need to remind everyone in the spaces we are in that we are not yet a teaching college, so our courses are NOT in the Exchange YET. There are technical aspects that need to be addressed, such as accepting financial aid and moving transcripts from your institution to a student's home college, so it is complicated, and we are not there YET.)
      i. To become a "teaching college," there are two key requirements:
         1. IT stuff that is dealt with by the district
         2. POCR Review Committee & Process which is led by Janet
   g. All* online courses will be available online, but POCR certified ones move higher up in the queue.
      i. Target date: Fall 2024.
      ii. All three RCCD campuses will be in the Exchange.

   iii.   Online courses must be asynchronous.

   iv.   Important note from DJ: * Online courses with ONE course shell will be in the Exchange. You cannot require students to self-enroll into another shell. (Unless there is a change in the rules, this is the most up-to-date information.)

1. So, English 1A and 1B, which have a required WRC-LAB shell attached, cannot be in the Exchange.
2. Dual enrollment/CCAP courses are out, too.

   v.   How are we ensuring our work is supported along the way?

1. We need CTA on board.
2. Norco College, for example, is looking for a full reassign position for a POCR lead. Heather reminded us that she went to Academic Senate in August, so they are aware, but we need to go to CTA with a clear plan.
   a. Do we want a reassign position? If we do, we must go to the district, but compensation comes from CTA.
3. Elena pointed out that a POCR evaluation of a course takes a lot of time, so it will be more than our required institutional service for those who participate.
   a. We need to have a clear accounting of the amount of time needed to go to CTA with clear information. It must be quantified.
4. DJ brought up the California Community College Distance Education Coordinators' Organization (DECO); it is not open to everyone, but someone should touch base with them to see what other districts are doing for DE Chairs, POCR leads, etcetera to get ideas about going to CTA.
   a. Here are the recordings I was able to locate: https://cccdeco.org/resources/ccc-de-coordinators-monthly-meetings-links/
5. There is money for AB 705 so maybe some ideas about lab could be created for Math and English?

5. IOI Language Change – Action Item
   a. M/S: Heather/John; unanimous
6. Net Tutor Update – Elena
   a. Dr. Walker asked for a volunteer for one course, so Elena tried out NetTutor with Spanish 2, a fully online course.
   b. Elena created links to RCC Tutorial Services and NetTutor and added them to every assignment. Tried enrolling herself before the semester, but there was no live tutoring and students would only be able to drop in during specific hours.
   c. Dr. Walker met with the company, and they promised live tutoring in the Fall.
   d. Observations: registration is too complex, and students were required to pay or use points or a code. Wait times of 24- 48 hours, so for now, languages do not have live tutoring.

7. Chat GPT – Discussion
    a. Senate and Teaching and Learning Leadership Council (TLLC) are taking this up.
8. Goals for the Academic Year
    a. DE goals listed on the bottom of our agenda
    b. John sent current 2022- 23 DE plan via email on Friday, September 15.
    c. Potential changes/additions/thoughts/problems:
        i. Standardization of navigation? Some structural changes/requirements/recommendations?
        ii. Canvas support.
            1. A lot of complaints about the 24/7 line.
                a. We need more just-in-time support for students with Canvas issues.
            2. Trying to get a second position to help.
                a. Right now, Derek Moore, is the only one there. It is a faculty facing position, not a student facing one.
            3. Current support is a 3rd party for Canvas and other apps like email and login support.
            4. Chris Blackmore discusses with 3rd party company: Black Belt Help.
            5. If we are having issues with support in our divisions, send information to Heather Smith, who will compile and relay that information.
        iii. Interest in exploring and using AI in our committee to streamline processes.
        iv. Conference opportunity about AI on Monday, September 25.
        v. Laptops and hotspots not being checked out in the library.
9. Chair Election
    a. Nomination Heather Smith
        i. No other nominations.
        ii. Unanimous vote to allow Heather to keep leading! :)
10. Adjourn: 10:55 a.m.

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