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Norco College
Distance Education Committee Meeting
Wednesday 9/19/18
3:00 PM-4:15 PM
OC 102

Members Present: Tom Wagner (co-chair, B&M), Michael Bobo (A&H), Ammanda Moore
(A&H), Sandra Popiden (SBS)
Members Absent: Damon Nance (co-chair, Library), Miguel Castro (Library), William Ibekwe (STEM)
Guests: Sean Ulbert (RCCD)

Action Items
1. Approval of the Agenda
a. Michael moves
b. Sandra seconds
c. All Approve, 0 No, 0 Abstain
2. Approval of the Minutes 5/16/2018
a. Sandra moves
b. Ammanda seconds
c. All Approve, 0 No, 0 Abstain
3. Approval of Michael Bobo as Committee Co-Chair (All)
a. Tom moves
b. Sandra seconds
c. All Approve, 0 No, 0 Abstain
Open Discussion
Tom and Damon welcome added involvement in leadership during this transitional year
from Blackboard to Canvas. Michael has worked with Canvas during the past 5 years in three
College Districts. He has been in these transitions and will be happy to support faculty in
addition to the Instructional Designer position. Professional Development Committee and
Distance Education Committee collaboration essential to assist faculty in developing course
shells and maintaining best practices.
4. Recommendation/Resolution to Extend Contract for Instructional Designer & Hire Permanent
Position (All)
a. Michael moves
b. Ammanda seconds
c. All Approve, 0 No, 0 Abstain
Open Discussion
Sean’s contract ends December in conjunction with the transition to Canvas which is very
inopportune for the College
Position0ery
a.

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example of the value he brings. Committee agrees the need to draft a joint letter to Dr. Lee
to recommend a permanent full-time Instructional Designer position.

Five points of emphasis for Instructional Designer position at Norco presented by Sandra
Popiden
i. Norco needs a viable Distance Education program (Accreditation Standard II B)
ii. Norco DE Committee has recommended joining the California Community College
OEI Online College which places the local College in the position of maintaining its
own Distance Education in conjunction with the District
iii. Position is vital in the early stages of faculty support to maintain best practices
according to Online Education Initiative (OEI)
iv. Issues and questions concerning Canvas User Interface and training of new faculty
each Academic Year requires a full-time, on-site position
v. DE requires continued training and support for professional development which
position could provide if located full-time permanent at Norco with cooperation by
Professional Development Committee

Information Items
5. Canvas Update (Sean Ulbert)
a. Moreno Valley had peer review for faculty over summer to help interface on
Canvas course design. Sean would like to do this at Norco in the coming months