

# Distance Education Committee

The regular monthly meeting of the NOCE Distance Education Committee was held on Thursday, September 9, 2024, at 3:00 p.m. as a videoconferencing meeting.

DE Chair Corinna Lopez called the meeting to order at 3:03 p.m.

Present Members: Maria Aceituno, Karen Bautista, Jennifer Carey, Karla Frizler, Jennifer Oo, Corinna Lopez, Michelle Patrick-Norng, Casey Sousa, Matt Stivers, Matt Van Gelder

Guests: Dulce Delgado, Ioan Elvis Sersea

- 
- I. Approval of agenda – Approved by unanimous consent with no corrections.
  - II. Approval of May 2, 2024 meeting minutes – Approved by unanimous consent with no corrections.
  - III. Announcements & Public Comment
    - Corinna Lopez welcomed Matt Van Gelder as a new member of the DE Committee and thanked Elvis Sersea for joining the meeting as a guest and for expressing interest in joining as a member for the October meeting.
    - Michelle Patrick-Norng shared updates regarding compensation for adjunct faculty who wish to participate as a member of the DE Committee.
  - IV. DE Chair’s Report, Corinna Lopez
    - a. Summer DE Committee Work
      - i. POCR Reviewer Training
        - Corinna Lopez and Jennifer Carey shared updates on the POCR Reviewer Training that they both completed over the summer. Matt Van Gelder provided feedback for faculty who may be interested in having a course go through the POCR Review process.
      - ii. DE Data Plan
        - Corinna Lopez provided a summary of discussion and planning that took place over the summer regarding the collection of data related to Distance Education at NOCE. The priority question for fall relates to “What is the student experience?” Dulce Delgadillo provided historical information on DE data collection and discussed the purpose of surveys and developing quality questions that will help gather the information the survey is seeking to obtain.
        - Dulce reviewed the draft survey and made recommendations. Members discussed revisions related to survey title and verbiage, the overarching purpose of the survey, the intended audience for survey results, and next steps. Members agreed to have Dulce and Corinna share a revised draft via email based on the suggestions made by the team.
    - b. DE and IT

## Distance Education Committee

- Corinna Lopez shared updates regarding dialogue with the ITS Team regarding Canvas sandboxes and collaborative templates for faculty. Updates were shared regarding DE Faculty Survey results that will be shared with ITS to inform decision making.

c. NOCE OTC Equivalency

- Corinna Lopez discussed having an identified sub-group of DE Committee members for the OTC Equivalency Review process. Team members expressed support for this idea. Jennifer Carey and Jennifer Oo offered to assist Corinna Lopez with reviewing equivalency applications for this academic year.

- Corinna Lopez shared updates on current equivalency applications that have been received. Team members discussed the notification process for informing applicants of their application status (approved/granted, not granted/denied with recommendations for next steps/options, etc.). Karen Bautista recommended formal notification coming from the VPI Administrative Assistant.

V. Unfinished Business

a. DE Student Experience Survey, Action – Corinna Lopez

- No action was taken on this agenda item. Dulce Delgadillo and Corinna Lopez will send a revised draft of the survey to the DE Committee via email to request timely feedback.

b. Equivalency Application Option #2, Action – Corinna Lopez

- Discussion/action regarding the OTC Rubric was tabled until the next DE Committee meeting.

VI. New Business

a. 2024 – 2026 DE Faculty Handbook Draft

- Discussion regarding the 2024-2026 DE Faculty Handbook was tabled until the next DE Committee meeting.

The meeting was adjourned at 4:30 p.m.