

Distance Education Committee

The monthly meeting of the NOCE Distance Education Committee was held on Thursday, November 7, 2024, at 3:00 p.m. as a videoconferencing meeting. T

DE Chair Corinna Lopez called the meeting to order at 3:04 p.m.

Locations:

- NOCE Anaheim Campus, 1025 • NOCE Anaheim Campus, 108P
- NOCE Anaheim Campus, 605
- NOCE Anaheim Campus, 704
- NOCE Anaheim Campus, 713
- 1480 Dell Drive, Monterey Park, CA 91754 • 23626 Soresina, Laguna Hills. CA 92653
- 24317 Red Spruce Ave, Murrieta CA 92562
- 26069 Blascos, Mission Viejo, CA 92691
- 30 Columbus, Irvine, CA 92620
- 31 Tuolumne Way, Aliso Viejo, CA 92656
- 35 Sebastian Irvine, CA 92602
- 56 Rolling Hills Dr, Pomona, CA 91766

Present Members: Maria Aceituno, Jennifer Carey, Karla Frizler, Mike Garcia, Corinna Lopez, Casey Sousa, Alli Stanojkovic, and Matt Van Gelder

Guests: None

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- I. Approval of agenda – Approved by unanimous consent with no corrections.
 - II. Approval of October 9, 2024 meeting minutes – Approved by unanimous consent with no corrections.
 - III. Announcements & Public Comment
 - Corinna Lopez discussed the Brown Act rules for location, camera sharing, agenda posting, and children present in the room. The possibility of remote participation (20%) in the DE meetings, in case of emergencies, but discussed and noted that voting members would not be able to vote remotely.
 - Karla Frizler announced that the hiring process has started for a Director of DE for NOCE.
 - Corinna shared the [ASCCC Micro- credential course](#)
 - IV. DE Chair's Report, Corinna Lopez
 - a. NOCE DE Chair is now part of the District IT Committee
 - Corinna discussed the AI Taskforce availability, Canvas Grade updates, and that faculty will get one additional sandbox course in Canvas and the spring course shells on December 16th.
 - OTC Equivalency process is ongoing. One ESL faculty was approved and two LEAP faculty are waiting for the approval of the OTC Equivalency Rubric.
 - The Student DE Survey received over 400 responses and the OIRP team should have some results to discuss at the December meeting.
 - @ONE Cohorts for the OTC Certification courses are closed, but two of the individual courses, Introduction to Course Design and Accessibility are still available.
 - Maria Aceituno will host another Cidi Labs training on 11/14/23 at 2pm

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- V. Unfinished Business
- a. NOCE Local POCR Process Review (Second Read) – Corinna Lopez
 - Discussion took place regarding the timing of this and it was decided to postpone the review of the document until after the meeting with Samantha Simmons, Cypress DE Coordinator and POCR lead. This will be added to the agenda for the December meeting.
 - The discussion about funds for POCR was discussed and Jennifer Oo shared that NOCE’s earmarked money was still available.
 - b. NOCE OTC Recertification (Second Read) – Corinna Lopez
 - The recertification document was revised to require 2 hours of professional activities per calendar year. A fifth item was added to include recertification from other approved institutions. The DE log was approved and Corinna Lopez will create a MS Forms document where faculty can log their professional activities. The timeline for recertification for eligibility for teaching online classes was revised. Added DE related conferences as a possible DE activity.
 - c. NOCE OTC Recertification Workshop (Review/Discussion) – Corinna Lopez
 - The team discussed a 3-hour workshop for recertification. Discussion took place about the possibility of offering the workshop at different times, including before or after Flex Day and that adjunct faculty be paid. Karla Frizler asked Corinna Lopez to get on the agenda for the Deans and Directors meeting to gather input on the DE instructor training needs.
 - d. NOCE DE Faculty Handbook (Second Read) – Corinna Lopez
 - The updates to the Handbook, including references to the DE Advisory group, DE Coordinator, and high flex were removed. Maria Aceituno will make updates to the Blueprint section and the Handbook will be reviewed in the December meeting. Corinna Lopez will include the recertification process into the DE Handbook once it is finalized.
- VI. New Business
- a. Mid-Course DE Survey (First Read)
 - There was not enough time to discuss this item.
 - b. End-of-Course DE Survey (First Read) –
 - There was not enough time to discuss this item.

The meeting was adjourned at 4:32 p.m.