

## Distance Education Committee

The monthly meeting of the NOCE Distance Education Committee was held on Thursday, May 1, 2025, at 3:00 p.m. in room 1014 at the Anaheim Campus and as a videoconferencing meeting for committee members whose location was listed on the agenda.

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

Present Members: Maria Aceituno, Dr. Mirwais Azizi, Jennifer Carey, Karla Frizler, Michael Garcia, Corinna Lopez, Jennifer Oo, Michelle Patrick-Norng, Casey Sousa, Alli Stanojkovic, Matt Stivers,

Guests: Dulce Delgadillo, Souzan Sahakian

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- I. Approval of agenda – Approved with no corrections. Karla Frizler abstained.
  - II. Approval of April 10, 2025 meeting minutes – Approved by unanimous consent with no corrections.
  - III. Announcements & Public Comment
    - Dulce Delgadillo provided brief updates on the Departmental Planning and Review process. The DPR Cycle 2 Report was finalized and distributed in November 2024. The DPR team continues to revise and refine the process, with the intention of finalizing revised DPR templates in the fall. Detailed updates will be shared at the IEC meeting on May 7th. Members were encouraged to attend.
    - Maria Aceituno introduced and welcomed Dr. Azizi, NOCE's new DE Director. DE workshops will be offered to review the new sidebar tool within Canvas that is replacing the legacy sidebar. Resources are also available within the DE Canvas Resource course for faculty to access as needed. The Accessibility Refresher Course is nearly complete.
  - IV. DE Chair's Report, Corinna Lopez
    - DE Director, Dr. Azizi, was introduced and welcomed by the committee.
    - Information on the NOCCCD AI Canvas Community was shared. The resource is being led by Gary Graves, FC faculty. A link to access the free district resource will be emailed.
  - V. Unfinished Business
    - a. Mid-Course DE Survey, Third Read/Action – Corinna Lopez
      - Members reviewed the mid-course survey. Discussion took place regarding the location of the tool (Canvas Commons rather than Qualtrics). Members

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unanimously supported the draft survey as presented. The Instructional Designer will assist with building the survey into Canvas Commons. Once complete, the DE Committee Chair will provide an informational update via email to all instructional faculty.

b. End-of-Course DE Survey, Third Read/Action – Corinna Lopez

- Members reviewed the end-of-course survey. Discussion took place regarding the location of the tool (Canvas Commons rather than Qualtrics). Members unanimously supported the draft survey as presented. The Instructional Designer will assist with building the survey into Canvas Commons. Once complete, the DE Committee Chair will provide an informational update via email to all instructional faculty.

c. Canvas Developmental/Department Shells, Discussion – Corinna Lopez

- Discussion took place regarding the logistics and implementation of departmental shells, as well as who can access and edit the shells. Corinna recommended piloting the concept within ESL and DSS; work will take place over the summer to fine tune the process. Corinna Lopez and Alli Stanojkovic will lead the work over the summer, in collaboration with their department faculty. Members were supported of the plan.

d. DE Committee Summer Work, Discussion – Corinna Lopez

- Discussion took place regarding prioritized projects for summer work. DE Committee members could be compensated for up to ten hours in the summer to support the projects. Corinna will update Dr. Bautista with a list of who will need a Professional Expert (PE) agreement. Corinna also discussed the Online Teaching Conference (OTC). Funding may be available to send a group of faculty to the event. Corinna will send the list of interested faculty to Dr. Bautista.

### VI. New Business

a. NOCE OTC Recertification Process Update, First Read – Corinna Lopez

- Information was shared regarding additional @ONE courses that could be permitted within the OTC Recertification Process. Members discussed the courses and content and supported adding several @ONE courses to the OTC Recertification Process under option number four.

b. DE Plan Goals, Discussion – Corinna Lopez

- Discussion took place regarding the DE Plan and its current goals. Members were asked to review the goals and continue to provide feedback within the

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shared document. Items of discussion included the DE Resource Center, DE Orientation Course for students, software and application vetting, and an in-house OTC training. Corinna hopes to share DE Program updates at the next President's Cabinet meeting.

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