

Distance Education Committee

The monthly meeting of the NOCE Distance Education Committee was held on Thursday, October 2, 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: Mirwais Azizi, Jennifer Carey, Danielle Carlson, Martha Turner, Michael Garcia, Corinna Lopez, Michelle Patrick-Norng, Bryan Reyna, Souzan Sahakian, Casey Sousa, Alli Stanojkovic

Guests: Dulce Delgadillo, Luz Fernandez-Marquez

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- I. Approval of agenda – Approved with no corrections.
 - II. Approval of September 4, 2025 meeting minutes – Approved with no corrections. Martha Turner abstained.
 - III. Announcements & Public Comment
 - IV. DE Chair's Report, Corinna Lopez
 - YouTube videos in Canvas may show ads if directly embedded; use Canvas Studio to embed YouTube to avoid ads.
 - Online Teaching Conference is June 23 -25 at the Anaheim Hilton; registration opens Nov. 1st. Submit Pro D applications early.
 - NOCCCCD is drafting a district AI policy.
 - OTC Recertification Workshop is Nov. 14th; faculty with 2020-2023 OTC can recertify via this workshop. Eight faculty have registered so far.
 - Five faculty have recertified via WebAim/@ONE coursework.
 - UDOIT student access is a feature within Canvas where students can choose alternate formats for files; UDOIT automatically generates the alternate format. Cypress College has the feature turned on. Fullerton College directs students to Sensus Access. NOCE has Sensus Access, too, but the UDOIT tool would allow students to get an alternate format on their own within Canvas.
 - V. Unfinished Business
 - a. Canvas Development/Department Shells, Informational – Corinna Lopez
 - Updates were provided on Canvas Development/Departmental shells. The shells are instructor facing only. The goal is for standardized content and/or templated content. Examples of content include uniform home page and navigation. The shells can better equip/support adjunct faculty. Corinna provided examples of templates used within the ESL department (7 total).

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ZTC/OER could also be housed in shells. The goal is to go live in spring or summer 2026. PE contracts might be available over winter break to add in content/OER, etc. Ali provided updates on DSS shells for DSS, CDCP Workforce, and WISE courses. DSS faculty are piecing together data/content that has been shared/submitted. Members expressed gratitude to Dr. Azizi for the ongoing support on this project. Ideally, faculty could begin developing shells for other departments next summer and beyond. Members discussed the benefits of this initiative moving forward to support student success.

- b. Online Student Survey Update, Informational – Corinna Lopez
 - The title of the survey was updated to better resonate with students and the terminology they use. Branching options within the survey were added. Dulce and committee members discussed the draft, provided suggested edits, and inquired about the possibility of multiple languages. Spanish was said to be one confirmed language available. With support from OIRP and Campus Communications, the survey will target all registered students via Canvas, email, and social media platforms. Survey will launch Oct. 13th and close sometime in November. Members discussed the benefits of comparing results from this year's data to last year's survey results.

VI. New Business

- a. Proposal to Adopt NetTutor, Discussion – Corinna Lopez
 - Corinna and Jennifer Carey shared information on NetTutor and compared the resource to current online tutoring options through the Learning Center. Currently, online tutoring for NOCE students is only available during specific times M-Th, with the last appt. at 6:30 p.m. Not all specialized tutors have availability during all operating hours. There are several limitations to online tutoring through the Learning Center. NetTutor provides access to professional tutors from a variety of disciplines/subjects, with many tutors available 24/7. Examples of the types of tutoring support available were discussed. NetTutor use the Pisces platform; instructors determine if they want to “turn on” the service in Canvas. It would be made visible in the Canvas course settings. NetTutor would not generate FTES for NOCE like the Learning Center. A suggestion was made to survey faculty to see who is aware of NetTutor and who would use it/promote it to their students. There is said to be a maximum of 250 free hours and a maximum of 10 hours per student, but it was unclear if the maximum is per semester or academic year. More information is needed on the usage/max hours. Members were supportive of the free resource but would like additional information brought back to the committee. Corinna will follow up with Morgan/IT.
- b. DE Committee Bylaws Update, First Read – Corinna Lopez

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- Members reviewed the suggested revisions to the DE Bylaws. Discussion took place regarding organization, membership, terms, and DE Chair duties. Members were asked to add comments/feedback to the live draft document prior to the November meeting.
- c. WASC Mid-Cycle Report Updates for DE, First Read – Corinna Lopez
 - Corinna introduced a shared document. Members discussed the WASC Action Plan, with a focus on items related to DE. Corinna asked members to add comments/feedback into the shared document so the committee can discuss and draft potential verbiage for the Mid-Cycle Report at the November meeting.
- d. DE Addendum Update, First Read – Corinna Lopez
 - Tabled to November meeting.
- e. DE Plan Goals, Discussion – Corinna Lopez
 - Tabled to November meeting.

The meeting was adjourned at 4:33 p.m.