

## Distance Education Committee

The monthly meeting of the NOCE Distance Education Committee was held on Thursday, November 6, 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 3:05 p.m.

Present Members: Mirwais Azizi, Karen Bautista, Jennifer Carey, Danielle Carlson, Michael Garcia, Adam Gottdank, Maria Hernandez, Corinna Lopez, Jennifer Oo, Gayathri Rathnasamy, Bryan Reyna, Souzan Sahakian, Alli Stanojkovic, Michelle Patrick-Norng (remote non-voting)

Guests: Maria Aceituno, Luz Fernandez-Marquez

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- I. Approval of agenda – Approved with no corrections.
  - II. Approval of October 3, 2025 meeting minutes – Approved with no corrections.
  - III. Announcements & Public Comment
    - Jennifer Carey shared that she, along with Afraim Sedrak and Souzan Sahakian, has been selected to participate in the CCC Community of Practice for Faculty AI Literacy. Professional Development Leads will build relationships, collaborate, and coordinate professional development on AI Literacy at all colleges across the region. The identified leaders will be responsible for coordinating an untethered collaborative training event with the community colleges in the Orange County region in the spring. Jennifer also reminded faculty about the upcoming ASCCC OERI regional meetings.
    - Michelle Patrick-Norng expressed gratitude to Corinna Lopez for her leadership as the DE Committee Chair and congratulated Jennifer Carey on being elected to serve in the role effective Spring 2026.
  - IV. DE Chair's Report, Corinna Lopez
    - 2020- 2023 OTC/OTD Online Faculty are up for OTC Recertification
      - Process > [5 2025 Update NOCE OTC Recertification 2024 – 2026.pdf](#)
      - Options:
        - NOCE OTC Recertification Workshop on 11/14 from 9-12  
[OTC Recertification Workshop Registration link](#)
        - POCR
        - WebAIM and CVC coursework
        - Complete new OTC
        - Any 1 activity due by March 2026

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- Online Teaching Conference at Anaheim Hilton
  - 6/23-25 \$549 early bird registration open until 4/14
  - [Online Teaching Conference](#)
- CVC @ONE Spring Registration Open
  - Includes the Online Teaching and Design Certificate to become eligible to teach online
  - 4 cohorts open from Jan 12 - April 5
  - [CCC Online Network of Educators](#)
- NOCE Online Student Survey launched 10/13
  - Open until 11/15
  - Open to all NOCE students

### V. Unfinished Business

- a. WASC Mid-Cycle Report Updates for DE, Second Read/Action – Corinna Lopez
  - Members discussed the WASC Action Plan, with a focus on items related to DE. Feedback was provided on verbiage and focus areas for the Mid-Cycle Report. A suggestion was made to include the sunset of Ease Learning within the Academic Senate portion of the WASC Mid-Cycle Report as a recommendation to the President’s Cabinet not to renew the contract with Ease Learning came from the Senate. Jennifer Carey motioned to support the WASC Cycle Report Updates for DE as presented. The motion was seconded and adopted unanimously.
- b. DE Committee Bylaws, Second Read/Action – Corinna Lopez
  - Members reviewed the suggested revisions to the DE Bylaws. Discussion took place regarding organization and membership, with a focus on classified representation within the group. Feedback was provided regarding participatory governance structures, appointment of classified representatives through CSEA, and the option to identify specific classified positions within the Bylaws. It was noted that the Bylaws would move through the Senate for additional feedback and/or revisions. Jennifer Carey motioned to support moving the draft DE Committee Bylaws to the Academic Senate for a first read in December. The motion was seconded and adopted unanimously.

### VI. New Business

- a. Canvas Home & Orientation Modules Template Update, Discussion – Maria Aceituno
  - Maria presented updated course templates for Canvas, featuring a streamlined design with editor notes and best practices for navigation and

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page design. The group discussed two options for implementing these templates: publishing them in Canvas Commons for faculty to access as needed or automatically populating them into all courses at the beginning of each term. Members discussed how utilizing Canvas Commons helps to maintain academic freedom, while automatic population may help to ensure consistency across courses at NOCE. The pros/cons of both options were discussed. Members agreed to start by publishing the templates in Commons, with the possibility of piloting the Homepage and week one modules in all courses. Members also discussed the potential for offering professional development on customizing the templates to fit different content needs.

- b. NetTutor Adoption, Discussion – Jennifer Carey  
- Tabled to December meeting.
- c. DE Addendum Update, First Read – Corinna Lopez  
- Tabled to December meeting.
- d. DE Plan Goals, Discussion – Corinna Lopez  
- Tabled to December meeting.

The meeting was adjourned at 4:34 p.m.

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