

# Distance Education

## Committee

The monthly meeting of the NOCE Distance Education Committee was held on Thursday, March 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 3:04 p.m.

Present Members: Maria Aceituno, Jennifer Carey, Karla Frizler, Corinna Lopez, Michelle Patrick-Norng, Alli Stanojkovic, Matt Stivers, Matt Van Gelder

Guests:

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- I. Approval of agenda – Approved by unanimous consent with no corrections.
  - II. Approval of February 6, 2025 meeting minutes – Approved by unanimous consent with no corrections.
  - III. Announcements & Public Comment
  - IV. DE Chair’s Report, Corinna Lopez
    - The NOCE POCR Process and DE Handbook were both approved by the Academic Senate on March 4, 2025.
  - V. Unfinished Business
    - a. NOCE OTC Recertification Workshop Update, Discussion – Corinna Lopez
      - A summary was provided regarding the number of registered attendees for the workshops on March 28<sup>th</sup> (47) and May 23<sup>rd</sup> (29). A breakdown was provided regarding how many faculty within each department have not yet registered that were previously certified through NOCE’s OTC in 2020. Updates were provided regarding the next steps and follow up for those not yet registered. DE Chair will poll faculty to gauge overall need for fall workshops, including preference for days of the week and time frame to offer future workshops. Edvantage Employee Training was discussed as a platform that can be used for formal registration and certification completion tracking. Committee members shared their availability to support the virtual workshops (chat/Q&A).
  - VI. New Business
    - a. Accessibility Refresher Course in Canvas – Corinna Lopez
      - Discussion took place regarding the format of the Accessibility Refresher Course. Faculty will not be asked to prove competence but will complete the course as a refresher on accessibility topics related to DE. The self-check

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- feature in Canvas, quizzes with multiple attempts, and the UDOIT accessibility checker in Canvas were mentioned as ways to help faculty complete a self-paced course that proves beneficial. A flow chart was recommended that explains the process a faculty goes through if granted equivalency and is then required to complete the refresher course. Discussion took place regarding the course facilitator(s) or who would be notified when the self-paced course has been completed by a faculty member. It was recommended that the implementation of the course be considered a pilot that may be adjusted based on the first cohort of faculty who need to complete the course. The group discussed Edvantage Employee Training as a platform to utilize for the course for registration and tracking purposes. One IMS could then assign the course as a task. NOCE's instructional designer will begin finalizing the course based on feedback from committee members.
- b. Mid-Course DE Survey, First Read – Corinna Lopez  
- Discussion took place regarding the mid-course survey and what data instructors may want to gather from students. Feedback was provided regarding questions and specific verbiage within the draft survey. Committee members clarified that course specific questions can be utilized since the data is for instructor use only and submission would be anonymous. OIRP's role in the process was discussed. Recommendations were made to include the survey in Canvas Commons and to direct faculty to the survey as an optional resource to utilize in their individual course(s); OIRP would not need to be involved. Suggestions were made regarding titles/labels in Canvas Commons, such as version number or month/year. Committee members will continue to provide feedback on the draft surveys in SharePoint for further discussion in April.
- c. End-of-Course DE Survey, First Read – Corinna Lopez  
- Committee members will review and provide feedback on the draft end-of course DE survey in SharePoint. The implementation of the survey will mirror what is decided on for implementation of the mid-course DE survey.

The meeting was adjourned at 4:20 p.m.