Distance Education Committee

September Meeting Minutes

The monthly meeting of the NOCE Distance Education Committee was held on Thursday, September 3, 2026, at 3:00 p.m. in room 105 at the Anaheim Campus and as a videoconferencing meeting for committee members whose location was listed on the agenda.

DE Committee Chair Jennifer Carey called the meeting to order at 3:06 p.m.

Advisory Members: Karla Frizler, Maria Aceituno

Non-Advisory Members: Jennifer Carey, Danielle Carlson, Jennifer Oo, Michelle Patrick-Norng, Bryan Reyna, Souzan Sahakian, and Ivan Stanojkovic

Student Representative:

Guests:

I. Approval of Agenda

a) Michelle P. moved to approve the agenda; Danielle seconded. The motion passed, and the agenda was approved unanimously by advisory and non-advisory members.

II. Approval of May 7, 2026, meeting minutes

a) Jennifer O. moved to approve the minutes; Michelle P. seconded. The motion passed, and the meeting minutes were approved by advisory and non-advisory members. Abstention: Ivan S.

III. Announcements & Public Comment

a) Jennifer Carey welcomed new members to the DE Committee. She shared that the DE Chair has its own email now: DEChair@noce.edu. Additionally, there is a new @ONE Course Design Rubric, Companion Canvas Site, and Online Course Design Rubric Transition Hub.

b) Michelle Patrick-Norng suggested that the topic of camera use by instructors for fully synchronous DE courses be agendized for as a future discussion item.

IV. DE Chair's Report, Jennifer Carey

a) DE and Tech trainings email goes out 3rd/4th week of the month. The online teaching certification requirements for DE were added at the top.

b) NetTutor – NOCE online tutors were combined with NetTutor under their Pisces/NetTutor program. Initial bugs were resolved. There are instructions on how to enroll, log in, access drop-in tutoring, schedule an appointment, and join the appointment on the NOCE main Academic Tutoring page. There are full instructions for Students on the ABED 102 Course, as well as the following:

- Word file - Formatting is different if you open it up in Word 360

- PDF file - The Read Aloud function in Adobe was utilized and it seems compliant, but this can also be used for printing purposes.
- Video - This is on the ABED 102 Home Page; it includes instructions for logging in, drop-in tutoring, scheduling an appointment, and joining an appointment.
- Learning Center instructions - For instructors, they can import the instructions for the Learning Center by going to Canvas Commons, searching NOCE, and importing the "How Do I User the Learning Center (Campus and online) Fall 2026". PDF link of the pages but it is not accessible.

c) Fall Updates:
- Online Student Survey – in progress, need to redesign
- DE Goals and Plan – in progress
- Emergency Continuity Planning – Dr. Azizi and Jennfier C. to attend webinar 9/29

d) POCR Review Training for New Reviewers
- Section 1 | October 12–November 22, 2026
  Registration:
  https://catalog.onlinenetworkofeducators.org/courses/26fa-pocr-1
- Section 2 | October 12–November 22, 2026
  Registration:
  https://catalog.onlinenetworkofeducators.org/courses/26fa-pocr-2

e) POCR Transition Sessions
- Section 1 | October 12–November 22, 2026
  Registration:
  https://catalog.onlinenetworkofeducators.org/courses/26fa-pocr-1
- Section 2 | October 12–November 22, 2026
  Registration:
  https://catalog.onlinenetworkofeducators.org/courses/26fa-pocr-2

V. Unfinished Business

a) OER/ZTC Planning Workgroup, Update/Discussion – Jennifer Carey
- Jennifer C. provided updates on the summer OER project. The group created 8 documents to provide the foundation for a discussion about creating a comprehensive OER program for NOCE. Members also identified several prerequisites that will require institutional and/or district-level consideration, including policy alignment, sustainable funding, faculty compensation, OER leadership and coordination, and processes for identifying and communicating OER/ZTC course designations. Faculty leaders met with the Executive Leadership team and are moving forward on the BP/APs first. All the reports are in the DE SharePoint titled *26 Summer PE OER Planning Workgroup*.

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b) NOCE OTC Recertification Workshops in Fall – Jennifer Carey
    - Jennifer C. discussed whether NOCE should host an internal DE Recertification Workshop this fall or if faculty up for recertification this academic year should be directed to the other approved options for recertification. Michelle P. motioned to survey the faculty due for recertification by March 2027 to inquire about the need or desire for an in-house workshop before finalizing a decision; Ivan S. seconded. The motion passed. Abstention: Jennifer O.

c) DE Committee Website Additions – Jennifer Carey
    - Jennifer C. suggested that DE Committee documentation such as the DE Plan, DE Faculty Handbook, NOCE OTC Recertification Process, NOCE Approved Online Teaching Certifications, and how to log DE activities for recertification reside on the DE Committee webpage. Michelle P. motioned to support including these items on the DE Committee webpage; Bryan R. seconded. The motion passed. Abstention: Jennifer O.

d) DE Beginning of Class Checklist – Jennifer Carey
    - Members discussed a rough draft of a DE Beginning of Class Checklist. Members discussed the possibility of shortening the list. Discussion took place regarding the goal of also including a Canvas module that mirrors the checklist. Members were asked to review the checklist document and provide feedback via email or within the shared doc.

VI. New Business

a) Equivalency Subgroup Vacancy, Action – Jennifer Carey
    - Jennifer C. shared that there is a vacancy for the Equivalency subgroup and asked for volunteers to fill the vacancy. Michelle Patrick-Norng volunteered to serve. Danielle C. motioned to support Michelle joining the equivalency subgroup; Bryan R. seconded. The motion passed. Abstention: Jennifer O.

b) Faculty Handbook Revision, First Read – Jennifer Carey
    - Updates were shared regarding the DE Faculty Handbook and suggested revisions. Members reviewed the shared live document and provided feedback. Members were asked to continue reviewing the document prior to next month's DE meeting; feedback can be emailed or added utilizing the comment feature.

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

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