



RCC DISTANCE EDUCATION COMMITTEE

Minutes

17 November 2023

10:00 – 11:00 a.m.

BE 200

[Zoom Meeting](#)

Attended (in person): Heather Smith, Janet Lehr, DJ Hawkins, Sally Ellis, Tina Stavropoulos, Elena Kobzeva-Herzog, Lupe Delgadillo, Isabel Alanis, Mary Fehn

Attended (via Zoom): Joanie Gibbons-Anderson, Rakel Larson, Diana Myers Hyatt, Bobbie Grey, Alyssa Drake

Notetaker: Tina Stavropoulos

- I. Call to Order: 10:03 a.m.
- II. Approval of Agenda
 - a. M/S: Janet/Elena; consensus
- III. Approval of Minutes
 - a. M/S: Lupe/Elena; consensus
- IV. Hotspots and Laptops – Library Update
 - a. There are laptops for loans, but there are not enough for the need.
 - i. They are being checked out; 500 are checked out now.
 - ii. 300 are overdue and we can't get them back.
 1. COTOP state collections not allowed for this.
 - iii. As items come back, they can't be refurbished.
 1. Batteries, for example, will not be replaced because that funding has ended, so they have to stay plugged in.
 - b. Hotspots were from a Covid grant and expired, so that will not be renewed.
 - i. Note: STEM center used to have tracking; do these?
 1. We can't call them, but we will see if they can be tracked.
 - c. Norco has laptops, but it was pointed out that these might only be checked out to Norco students only soon. (Those are Chromebooks, but RCC has loaned out \$1500 Dells.)
- V. Senate Leadership: *not present*
- VI. Goals
 - a. We are operational yet stuck under TLLC. We need to have the resources to help and a clear direction for our goals, purpose, and function.
 - b. The bottom three goals on our agenda were written as if we were an advisory.
 - c. Questions: where are we under the website?
 - d. Moreno Valley has a standing committee under Senate, which came about due to being dinged during accreditation.
 - i. Are we waiting to get a warning? No. Let's be proactive instead of reactive.
 - ii. Senate must have two reads before a Senate vote, so let's revisit in the Spring and open up the bylaws and strategic planning processes.
 - e. Potential goal: some standardization of Canvas shells.
 - f. Will have a meeting with Senate leadership and voting members will be invited to participate in the discussion.

VII. District Update – DJ

- a. Hyflex: Dr. BuShell is talking to all three college. Conversation with nursing and library at RCC.
- b. Glenn Hunt will be revitalized soon (December possibly), so Diana will not have a space on campus.
 - i. Stefanie is starting maternity leave, Analia has left for FT job elsewhere and Sandra didn't renew her contract, so Diana is it! She is our only course developer, and her contract is until the end of February.
 - ii. Motion: Diana will work remotely unless there is a mutually agreed upon in-person meeting with a faculty member on campus.
 - 1. M/S: Janet/Lupe; consensus
- c. Everyone needs to ask for additional staffing/support in DE; all departments need to ask for this.
 - i. Representatives contact department to get the following into program review: a position/resource request and an institutional designer and accessibility position. (Only 1 of 2 are filled for the whole district.)
- d. Updates on Certification
 - i. CAMP is going well; 203 people working on it right now.
 - 1. 87 FT and 116 PT; 3 people badged
 - ii. Equivalency is going well. 27 people so far.
 - 1. 7 FT and 20 PT
 - 2. Creating a pre-approved list so easier equivalency request process; 8 have been denied so far (because there were no deliverables, for example), but 6 colleges have full equivalency, and that information will be posted on the website for greater transparency and ease.
 - iii. Currently, 296 faculty are due for certification by June 2024 and 1072 are due by December 2024.
 - iv. DJ will send the PowerPoint with this information.

VIII. POCR Update

- a. Moreno Valley has certification; three reviews last semester and three this semester.
- b. Norco has work group to be ready to go next semester.
- c. RCC local team have completed the review of the first course. Had a norming session with CVC-OEI rep. By December 4, the second course review and norming will be completed. The third course might be in Spring 2024.
 - i. Three courses should be completed and updated with feedback by June 2024. This will mean we have the academic requirements needed to be a teaching college.

IX. Open forum/discussion

- a. The debate: compliance versus logistics.
 - i. Main points: we have to follow compliance until a different decision is made officially, but until the logistics are in place and department chairs are also informed of certification, there needs to be a pause.
 - 1. The clock has not started for certification. Until we can figure out how part-time faculty are compensated, we do not feel this decision can be upheld.
 - 2. Until Senate goes to VPAA by December 8 to start January, the road is muddy.

3. Until a new decision is made for certification with all stakeholders, the district can only do what has passed in the Senate.
 4. The union is not on board and part-time compensation is not clear. Faculty development at other campuses is also pushing back.
 5. The message must come from the Chancellor --> President --> VPAA.
- b. Clearing up confusion and misinformation.
 - i. Some incorrect information is being shared at CTA. We need to make sure we have access to the minutes or are in various spaces to clear up any incorrect information about what we are doing. Get on agenda for CTA and clear up confusion.
- X. Adjourn: 11:01 a.m.

RCC DEC GOALS:

- I. Review District and College DE initiatives, provide feedback, and approve.
- II. Bring forward CVC-OEI approval request to Faculty Senate. - Accomplished
- III. Update DE webpage as needed