**BCC Distance Education Committee** 

**Date: September 19, 2019**

**Chair: Chris Bernard**

**Mission***:  Berkeley City College’s mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives. The College achieves its mission through instruction, student support and learning resources, which enable its enrolled students to earn associate degrees and certificates and to attain college competency, careers, transfer, and skills for lifelong success.*

**Vision:** *Berkeley City College is a premier, diverse, student-centered learning community, dedicated to academic excellence, collaboration, innovation and transformation.*

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| **TIME** | **AGENDA TOPIC** | **DESIRED OUTCOME** | **Minutes/Action Items** |
| 12:30-12:40pm | * Call to Order | * Review Agenda | Present  Chris Bernard, Linda McAllister, Thomas Kies, Matthew Freeman |
| 12:40-12:50pm | * Confirm Meeting Calendar and Membership List for 2019-20 | * Determine additional committee members | Committee will meet on the second and fourth Thursday of the month.  Committee will seek out additional members (Elissa Jaw for help with CVC-OEI Rubric Accessibility component) |
| 12:50pm-12:55pm | * Discussion of POCR Funding | * Determine how to fund faculty moving face to face courses to 100% online courses and fund faculty reviewing courses | This topic was introduced and tabled to discuss the next agenda on the agenda. |
| 12:55-1:20pm | * Discuss plan for reviewing pilot courses | * Discuss ways to fund the POCR review process. | Using a FIG as way to pilot our initial work was brought up as a way to fund the committee’s beta POCR review process  Review the FIG application process.  **Action:** Apply for the FIG.  Discuss members will use the CVC-OEI rubric. Ideas included (1) specializing in a specific area of the rubric; (2) building teams to work on specific areas of the rubric; (3) members review the entire course and compare.  Find volunteer to submit course  **Action:** Committee member Linda McAllister offered course for review. |
| TABLED | * Review new plans to Title 5 regarding distance education. |  |  |
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