**BCC Distance Education Committee** 

**Date: October 24, 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
* Membership Update
 | * Review Agenda
* Welcome PSSD rep Elissa Jaw to DE Committee
 | PresentChris Bernard, Linda McAllister, Thomas Kies, Elissa JawElissa Jaw has joined the DE Committee. She will be able to attend the last meeting of the month and will send a proxy from PSSD for the other meeting.Explain the POCR process to Elissa and discuss her role and the PSSD’s role in the POCR process. |
| 12:40pm-12:45pm | * Discuss the DE Webpage Update
 | * Identify DE webpages that need to be updated and new content shared.
 | Chris Bernard is working on a project to update the BCC DE webpage. The committee discussed new areas that need to be added to the already existing DE webpages. Discussed adding BCC DE webpage and content that would be housed on this space. **Action:** When DE webpages are updated need to include BCC DE Committee page. |
| 12:45-1:00pm | * DE Accreditation
 | * Develop plan to prepare for accreditation of DE courses.
 | The committee discussed how to inform faculty teaching online about DE accreditation standards. Committee reviewed standards. The committee will share the process on how classes are reviewed and what will be reviewed. The committee discussed framing the accreditation review in terms of the CVC-OEI rubric. The committee discussed creating a “baby rubric” using CVC-OEI standards to address the areas that will be reviewed by the accrediting team. **Action:** Review CVC-OEI rubric and pull relevant standards for use in accreditation rubric. |
| 1:00-1:20pm | * POCR Review Process and Timeline
 | * Discuss the course review process.
 | Linda McAllister shared her experience reviewing one of the courses. She indicated that she had not yet completely finished the review and she had already spent over 8 hours reviewing the course. The committee discussed ways of norming the review process and ensuring that there was consistency between reviewers. The committee discussed the timeline for completing reviews and discussed completion of the course reviews before the end of the semester. This discussion will be continued at the next meeting. |