**PCCD**

**Distance Education Committee**

Monday, March 8, 2021 1:00 – 2:00

Minutes

* Welcome and Introductions

Meeting began at 1:00

* Approve the minutes from:

DE Committee Meeting- February 22, 2020

Motion to approve the minutes: Monica Ambalal, Vicki Ferguson seconds. Approved.

* Updates

Student Priorities & Updates:

Malhi- VC brown came to student council meeting. The main topic that she had was about AC transit and how students can better represent the other colleges, to talk about integrating AC transit passes back because many students do rely on that resource and it was good. We got a good sense of how it looks if DE and student leaders cooperate, and it was really awesome because we I don't think we've kind of like really implemented that in yet, but that's a great start to get this open communication established.

Chris and I have been working together to get a task force rolling and we've kind of established a set of rules and goals that we have for the task force and hopefully we're working on getting a survey a DE task force, so we could experiment with a small task force of up to five students.

College DE Committee updates:

*BCC*- Chris Bernard- last meetings discussing Ally and bringing in Roberto Gonzalez building out a flex that combines accessibility and equity in online setting. We've reached out to some folks with the equity initiatives to see if they can drop by and we want to one of our goals is to show that the how related accessibility and equity are in the online setting. Working on a DE program at BCC so we're probably going to vote on that this week. Huge props with Brielle for Faculty Resources Canvas Shell. In our interviews, we showed that page and they were impressed by that. All the other colleges are kind of ahead of us on the poker funding front, so I introduced what we submitted to the district. We’ll make it more BCC centric.

*BCC*- Cora Leighton- Last week was accreditation all week.We did great during the accreditation interview.

*COA*- Jennifer Fowler- We had a successful visit by ACCJC. They specifically shouted out our work with DE and our focus on accessibility and equity with our DE training. Later this week, we're going to start those first three reviews in the next month or two here. We're hoping, by the end of the Semester if all goes well, we’ll get Poker certified.

*Laney*- Melissa McElvane-Our accreditation visit went well, they were very proud of our DE efforts. In our last DE meeting we had some work groups where we looked at our DE plan and we noted the milestones that we had accomplished to date and kind of what that looked like. Our Poker plan has been approved by VPI Fields. We’ll work on what we do this semester to transition into becoming poker certified and so we have Chelsea Cohen is leading that effort doing the coordination for that, and we have about five reviewers who participate.

*Merritt*- Monica Ambalal- We are revamping our EDT certificate, we found it to be a little too strict, compared to where we're moving with AP 4105. EDT 1 and 2 are going to be required, and then the instructor has an option to take three classes of their choice. Javier created a class called “Learning the CVC-OEI rubric”. Javier, Adoria and I completed the POCR class through @ONE. Also, we signed our consortium agreement at legal. I would like to try to identify 3 courses, review it, align it and ready to go by the end of the spring.

I have not told our Vice President about poker yet and trying to hold off because she was so overwhelmed with accreditation last week, but I would like to get moving on funding at Merritt college for sure. Until 2023 to get 20% of our courses reviewed.

We are working on our DE plan and tomorrow, the committee will be reviewing their commentary with me, so I had them fill out some of the required activities on the plan and then I'm going to finalize the draft.

Updating our bylaws and our charge, our plan is to have a finalized version of the bylaws and the charge for tomorrow. I reached out to our classified staff and classified Senate, just to ask their DE needs and ask if they want any of us from the team to attend the meeting so that we can consider hearing their side of things. I'm not seeing a connection between staff and faculty right now we're deeply concerned, and I think that's an important part.

Brielle Plump- this week's faculty resource of the week is quiz bank, please refer faculty to Canvas shell. On the front page, resource of the week is always highlighted and then there's also a little tab that says previous resources of the week. Something else I added to the front page this week was information about the Peoplesoft migration from Prompt to Campus Solutions and Human Capital Management. There is a canvas Shell that has information and instructional guides for how to process census, how to find your time sheets, etc. Shell that I had 2.2 and it's actually owned by professional development, so Inger can give you even more information. Inviting everyone to the Equity conference in April.

Vicki Ferguson- Thank Monica for the need to collaborate with classified professionals. So, I highly recommend that takes place, because we have to, as you all know, pivot so quickly to online different platforms and so forth, I know a number of just speaking for Laney department started to look at developing canvas shells. I think that would be great to include them in the discussion, since this is a district wide discussion about the needs of how to continue to offer D support when we do return back to normal.

District DE Coordinator update:

Didem Ekici- The financial agreement for CVC agreement is completed. Two other things that need to be completed are 1. Idp set up: collaboration with IT department-Antoine 2. Etranscripts- more complicated requires collaboration with student services and admissions and records. It seems to take more time with financial aid and IT agreement.

Peralta online equity Conference. Excited about this. Getting applications until March 19th. As a reminder, it will be a 3-day conference between April 21-23 and it will be in the Online equity training format: learn, analyze and build. Please continue spreading the word.

CCC Chancellor’s office announcement about the Zoom recordings. They extended the deadline until June 2021, but encourage faculty to delete all zoom recordings that they don’t use.

Judy Wong- Has every college made an official announcement about whether they are going to be online in the Fall?

Siri Brown- The announcement going out tomorrow.

Summer 100% online but there will be a few CTE programs that are offered in the summer. Fall will look like spring. Union topics: what students services can we offer even partially face to face.

* Discussion with VC Brown: DE after COVID

Siri Brown- We are talking to senate and colleagues about what the landscape of education for community colleges post pandemic. Things are never going to go back to normal in terms of what we do. You know this better than anyone. On canvas all kinds of advancements have happened, faculty who never thought they could do it now. Those who were teaching online advancing themselves with new LTIs. More faculty who will want to teach part of their load online or hybrid. More students with the same kind of thinking. How can we best prepare for what’s coming to accommodate student demand and faculty needs? I am putting together a series of questions that I am asking different groups to think about. We’re also looking to do a survey for faculty. To gage where students and faculty are at and what they imagine what will be different post pandemic. Feed our DE districtwide plan as to what is needed. I can’t imagine keeping the same load for DE Coordinators, can’t imagine having just one Brielle, can’t imagine course designers that colleges were supposed to hire. I want us to be better prepared to build up. And then there is Poker and the standards and the AP, online equity etc.

More around what will the infrastructure look like, what can we envision and what will we need? We’ve been piecemealing.

How we can institutionalize all of that? And not have to question it each year in the cycle and institutionalize it so that we don’t come back to them and question every semester.

I am going to put together ideas and questions from other bodies as well. Ask Didem’s help for the survey questions and other things as well.

Didem Ekici- Starting this conversation is very hopeful. DE survey results. One of the questions was after Covid do you plan on online classes and more than 30% said yes.

Siri Brown- Yes, lets break that questions down. When people go back face to face, we want them to use canvas you know for grades and least some of the basic things and I imagine, now that they see the benefit, without even being encouraged to do so. Let the data help drive the requests that we will make. Presented as one package.

Didem Ekici- The consortium agreement, we only have 2 years to meet the requirements. There is a lot that we have to do. Things move slowly in Peralta. Will this give us enough time? Do you think we can finish structuring the DE by the end of this semester so that we can start the Fall semester with a new DE program, or do you think it will take longer?

Siri Brown: Some parts will be easy to do like surveys, expanding the resources is also possible, for the rest I need to bring the whole package to the Chancellor showing that we have data, a clear vision and responsibilities to CVC-OEI.

Jennifer Fowler- Recommendation: The coordinators tend to get a lot of policy questions, especially with regards to AP 4105. Perhaps having one dean who has part of their purview over DE administrative representative over the consortium. Maybe having some kind of administrator role.

Point person and have all those people be at a similar level.

Didem Ekici- Do other colleges have one point person?

Jennifer Fowler- contra Costa Community college district has a dean of distance learning so they have like one role built out for that I imagine that would be kind of a big leap for us. I've also seen just faculty take on a support role

Cora Leighton- Looking at the job market, many of them have or are instituting a dean as an administrative position.

Siri Brown- And a course designer as well. I agree with you all. We just need to need to build a much more solid infrastructure.

Cora Leighton- Often are simultaneously. Same min qual. Like an insert an Ed tech degree masters and something like that with less administrative experience.

Monica Ambalal- thank you for pushing this. The job is getting too much. Now I am poker lead, 6 different positions for me.

Siri Brown- it is not sustainable. Since we want it to grow. BCC is working on a first full online degree. We need to have our offerings better organized. Our offerings are too random. We also need to have pathways in there. Continue to close the online equity gap.

Didem Ekici- We are about to be part of CVC-OEI Student Exchange which enables students to take classes from different campuses easily. So, it requires a more structured online DE.

Monica Ambalal- We don't want to just be the one person right, we want a team. Bring in different personalities and strengths.

Siri Brown- Accreditors looks at your courses. There are still improvements to be made for many of the faculty who are teaching online. I’m going to pull together my whole argument in a PowerPoint and run it by Didem and then circle back to you all. I want to hit all the bullets and then and you would be really helpful with your knowledge.

Chris Bernard- In the consortium agreement there's a lot of opportunities for cost savings with LTIs if we make our ordering at an appropriate window. So, I think it's really important to have. A bigger team more representative across disciplines, to make sure that we're considering all the different LTIs and not just throwing it up there.

Siri Brown- Part of the LTI survey. What do we want to keep, what is being used? When the state stops paying for things, then, what do we want? And, now we're in the consortium we get the discount and that I don't want to do that incorrectly because they're so expensive. We have to make some decisions around it. Honorlock, very controversial. I don't want to make that decision, because if some faculty using it it's important to me. Those decisions are not very easy.

Chris Bernard- There are ways we can hybridize stuff, testing centers. There is a network of colleges within the definition online. Someone's still in LA could take the class in the test center.

Cora Leighton- Hybrid flex. You could do the zoom version, or you could watch the recorded lecture later,

Siri Brown- if I missed class I can watch the lecture. You could have an option of like, if you want to do the test over zoom you have to use Honorlock, if you have a testing Center so that it would be an option.

Irina Rivkin- Flex format, That is something we can incorporate that here, but in terms of Honorlock if it costs a lot of money to us, and if it has these problems, these equity issues for students with disabilities or for persons of color because of the problems in the face recognition software that is systematically racist within its software. So, until the software developers fix those problems, maybe it makes sense for us to consider not spending the money on this. For example, I've had some students who take the test by Zoom as an accommodation, instead of doing an Honorlock. If it negatively affects our students, maybe we should just use something else instead and spend the money on equity related things.

Siri Brown: We'll definitely be making decisions about it fairly quickly here. I don't want to leave the Faculty who are using it totally out.

* Prioritize and launch projects for this year

* DE Plan Work Groups

**Accessibility Work Group:** (Adapting Canvas course for Peralta, Ideas about how to provide incentives for faculty, More training for Ally, More support for section D accessibility)

Volunteers: Brielle Plump, Monica Ambalal, Melissa Mc Elvane, Cora Leighton, Irina Rivkin

* 1. **Resolution for proper DE Load payment Workgroup:** Agreed on to work on it as a whole committee. Group wide project.
	2. move Section D cvc oei
	3. Have accessibility in both places?
	4. DE Bylaws
	5. Monica already started working on it and shared with Didem.
	6. Monica Ambalal- I should be in this group. Judy, Monica, Didem
	7. Student Task Force
	8. Chris, Vicki, Malhi,
	9. CVC-OEI Consortium requirements

Jennifer Fowler, Melissa, Adoria, Srujana, Judy Wong, Chris Bernard

DE Plan Work groups o DE Plan Assessment, Things we’ve achieved in the last 3 years, things that we have challenges on, things we recognize as important,

Cora, Srujana,

DE Faculty/student surveys,

Didem and Kevin worked on reports and are complete. May need to summarize.

Overlaps with other projects. No volunteers

Delineation of responsibilities Incorporating college DE plans into the District DE plan,

Might need help from the de coordinators to be in this group.

Aligning DE Plan with the Consortium requirements.

This part of the previous group. Integrate it.

Didem Ekici- Thank you for those who volunteers to be part of these workgroups.

Jennifer Fowler- Who is the Poker led at Laney. The 4 poker leads need to meet soon.

Irina Rivkin- Flex format, I recorded the lectures. That is something we can incorporate that here. Honorlock problems. Face recognition software. Until the developers fix those problems. Makes sense to not spend the money on this. Maybe use something else instead.

Attendance:

Didem Ekici

Adoria Williams

Sarbhjot Malhi

Cora Leighton

Jennifer Fowler

Brielle Plump

Irina Rivkin

Monica Ambalal

Melissa McElvane

Srujana Tumu

Christopher Bernard

Benjamin Allen

Vicki Ferguson

Siri Brown

Judy Wong

Elissa Jaw