DE Committee Meeting Minutes

###### [November 12, 2024]

###### [9:00am PST]

###### [Room P208 or [Zoom ID](https://peralta-edu.zoom.us/j/86107237570)]

**MEMBERS:**

| **VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)** |
| --- |
| X | Erik Johnson | X | Lissette Dominquez  |
| X | Adoria Williams |  |  |
|  | Muwafaqu Alasad |  |  |
| X | Brielle Erike |  |  |
|  | Monica Landeros |  |  |
| **NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)** |
| X | Davina Malbrough, ASMC Vice President |  |  |
| X | Emilyn Inestroza, ASMC President |  |  |
|  |  |  |   |

**GUESTS:**

| **AGENDA ITEM** | DISCUSSION | FOLLOW-UP ACTION |
| --- | --- | --- |
| 1. Call to Order
 | Meeting called to order at 9:20 AM |  |
| 1. Adoption of Minutes
 | No quorum to approve agenda. | Attendance needs to improve. |
| 1. Approval of Agenda
 | No quorum to approve minutes. |
| 1. Action Items/

Presentations**OER and Peer Online Course Review (POCR)**  | Brielle provides an update on POCR, explaining the process of evaluating online courses using a robust rubric from the California Community College Consortium. Some have expressed their interest in getting their courses ready. The deadline is somewhat soft, but Jan 15 would be the cut off.Brielle mentioned the need for faculty volunteers to review courses and the incentives, including stipends, for participating in POCR. | Brainstormed strategies to increase faculty participation in POCR, including potential training sessions and clear communication about the evaluation process. Have reviewers recruit faculty members and share what an evaluation looks like. Brielle to reach out to reviewers for assistance. Brielle will develop a Q&A session for interested faculty that shows them the POCR review process step-by-step. |
| **Best Practices for Peer Evaluation** | Erik discussed best practices for online communication, including actionable feedback. Adoria mentioned the need to facilitate student to student interaction as well. Brainstormed ways to enhance peer evaluation and improve student engagement. Discussion on DECo rubric, Peralta Online Equity rubric and faculty evaluations. | Instructors need more tools focused on “how” to do this.Erik will look closer at the DECo rubric on student to student interaction and determine how to tailor it to MC. Info. about the equity rubric and faculty evaluation process will be added as well**.** |
| **ASMC feedback re: state of online education** | Students commented on how impersonal online learning is. They also pointed out key areas where improvement is necessary: * inadequate instructor to student communication
* poor organization of course layout (including accessibility of materials)
* lack of access to instructors (i.e., no responses to emails, no feedback with scores, no office hours, etc.).

ASMC recently distributed an equity survey to students to gather feedback on instructor response times, and student engagement levels for both asynchronous and synchronous classes.Erik recommends releasing another survey specifically about online classes about how often students have to wait for instructor responses; identifying specific departments or classes. | ASMC representatives will send equity survey results to Erik once it closes on Nov 22. Participants agree to look at the data to inform future actions and improvements in online education.Discuss result at the Dec 10 meeting. |
| **OER and Physical Copies of Textbooks** | Participants discuss the use of OER in online courses and the potential benefits and challenges associated with it. Participants discuss the logistics of instructors providing physical copies of OER and the potential impact on student engagement, and retention. Davina suggested a promotion in conjunction with the library for students to take advantage of the library’s policy of printing 10 free pages per day if they prefer printed copies of OER and to, in turn, increase student awareness of library services.Erik asked Davina and Emilyn if they would reach out to AMSC for feedback from those students who may have started an online course, but did not complete it or pass it. Erik would like to know why these were the results. Emilyn responded that it may be possible through a focus group or some other method.  | Erik to check if a previous survey was completed about faculty use of OER a few years ago by Nghiem. He would like to do a new survey to see how many instructors are currently using OER, *how* they are using it (i.e., as a supplement, as a reference, as a required part of the course, etc.).Develop a survey for students regarding their preference of print material vs. OER, their knowledge of library service, the printing process, etc.  |
| 1. New Business
 | **Identify Topic of Discussion:** *
 |  |
| 1. Old Business
 | **Identify Topic of Discussion*** New DE Plan due Jan 2025
 | To be discussed at the Dec 10 DE meeting. |
| 1. Announcements
 | * List announcements: Next meeting Dec 10
 |  |
| 1. Adjournment
 | Meeting adjourned at 10:30 AM |  |