**Merritt College Distance Education Meeting**

**Tuesday April 8th, 2025**

**9:00AM-10:00AM**

**Room S-106**

**Click** [**HERE**](https://peralta-edu.zoom.us/j/87233912071) **to join via Zoom**

**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, Chair |   |   |
|  X |  Adoria R. Williams |   |   |
|   |  Brielle Erike |   |  |
|   |  Monica Ambalal |   |   |
|  X | Beverly Brooks |   |   |
| **NON-VOTING – List full name below, identify which constituency group each individual represents (place X in box adjacent to name when present)**  |
|  X |  Thomas Renbarger, Academic Senate |   |   |
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| **AGENDA ITEM** | **DISCUSSION** | **FOLLOW-UP ACTION** |
| **Call to Order** | **Called to order 9:04am** |  |
| **Roll Call** | **Completed** |  |
| **Approval of Minutes** | Approval of agenda or March 18 minutes postponed due to inability to hold quorum  |  |
| **Public Comment** | 3 min. per individual, 9 min. maximum. No comments made. |  |
| **POCR Updates** | POCR team reports 2 courses reviewed with only final instructor edits to be made before being sent off to CVC for approval |  |
| **Online Student Orientation** | * Discussed reworking of online orientation process, consolidation of existing webpages and removal of outdated information
* Potential improvements of school website to enhance student visibility/accessibility,
* Consult ASMC/usage of focus groups to improve online orientation experience
* Increased promotion/visibility of student online resources
* Streamlining of orientation process to promote increased knowledge of available assistance
 | * Reach out to Lisa Cook or possibly Kay Chudthong for access to Merritt College website
* Reach out to ASMC President for collaboration and potential focus groups
* Possible student survey to help identify key areas of improvement in online orientation or course enrollment process
 |
| **Adjournment** | **Meeting adjourned 9:57am****Next meeting May 13, 2025, 9:00am** |  |

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Public Comment/Issues to Address
5. POCR Updates/Announcements
6. Improve Online Student Orientation
	1. Rework Orientation Webpage
	2. Develop Canvas Trainings/Orientation
	3. Coordinate with ASMC for Focus Groups
7. Adjournment