**PCCD**

**Distance Education Committee**

**Minutes**

Monday, October 12, 2020 1:00-2:30

**Committee Charge**: to develop and make recommendations regarding policies, processes, and resources that support effective, innovative, and equitable online and hybrid education at PCCD.”

1. Welcome and Introductions

Meeting started at 1:05. This will be Inger Stark’s last meeting.

Introductions.

Updates

* District DE Coordinator update Didem Ekici-
* The Trust relationship thru Canvas was signed today. Student Exchange Program enables students to register classes across all California community colleges. Students will have one Canvas shell even though they take classes from different colleges.
* DE Coordinator met with the Union president to collaborate on the class list that would meet the AP 4105 requirement. The concerned was that DE Coordinators received many emails from the faculty with questions about whether some classes they have taken meet the requirement. These questions from the Faculty and the deans have increased the workload of the DE coordinators. Creating a list of classes that can be recommended will hopefully end this confusion. The list is not completed yet. Discuss on agenda item; DE committee update would be helpful.
* Met with Siri on Friday and discussed adding some language about online ethnics, academic integrity on the existing AP. Will share with Siri and she will she will take it to Academic Senate as recommendation from the DE committee. New AP or add a few paragraphs to the existing one.

Suggestion: One page FAQ about cross enrollment questions by the time it launches would be helpful. Everything they do in their home colleges will be the same except for the classes students are taking.

Mali and Didem had a productive meeting last week. Brainstormed on student support for the spring semester. Support from student to student would be more effective. It aligns with the DE plan and assessment. Will be discussed as the agenda item in our next meeting.

* College DE Committee updates

*Merritt:* Adoria Williams- Regular mundane topics. Offering a new EDT course, wellness module for students so that they can focus on self-care.

*Laney:* Melissa/Judy- The meeting focus on the survey that will go out for needs for training in general for DE. Perhaps develop one for staff. Priorities for the semester, goals for this academic year. Survey. Questions that are faculty centered, the needs of faculty for professional development. The second round of survey will be student centered.

*Berkeley City College*: Chris Bernard- Half of the DE meetings will be dedicated to POCR. Start to build additional courses. The first cohort of ABCDs of Course Design is almost completed. The second cohort started today. Considering offering additional courses about online pedagogy, Canvas use etc. and design the survey questions accordingly to meet requirements for AP 4105. Learn how the integration of the at one has been going. Focusing on POCR, looking at what other collages have done so far.

Jennifer Fowler- 3rd cohort of “Becoming More Effective Online Training” starting today. COA is in the process of assembling a Poker team and coordinating three reviews.

* Student Priorities & Updates

Mali- Didem mentioned the meeting we had. Discussed what we can do for students and what doesn’t help at all. They are all very important for this semester. Effective use of the banners.

1. Approve minutes from:
   * Sept. 14 meeting

Cora moved that the sept 14 minutes be approved. Melissa seconds. Approved.

* + Sept. 28 meeting

Adoria moved to approve the September 28 minutes. Judy seconds. Approved.

1. Elect new DE Committee Chair

Discussion: Didem Ekici nominated herself. Adoria seconded. Melissa and Chris.

Didem Ekici is the new DE committee chair.

1. Recommendations regarding Canvas Banner uses

Didem is chairing now. Discussed in last meeting how to use better and more effective so communication with students will be more efficient. One person doing districtwide banner announcements, colleges specific. Concern is overwhelming students with too many banners.

Open for discussion:

Importance of Canvas calendar, shows important deadlines.

Mali- Calendar is a useful tool as a planner.

Srujana- There is no global calendar in Canvas. Calendar tied to a user and course.

Chris- Using blueprint for calendars like withdraw dates etc. Changing the blueprints every year like based on the calendar.

Inger: One of the workgroups should start working on the blueprint soon for the spring semester.

Motion forward recommendation to VC Siri Brown.

Canvas banner use follow the following parameters-Inger’s proposal:

1. All banners are entered via district staff/personnel across all four colleges. Anything college specific will be entered by Srujana. All important calendar dates can be determined before the semester starts, get approved by the administration, and Srujana can set up all the start and end dates. She doesn’t have to do it during the semester.
2. Any info in banners that effects students and/or instructors at all four colleges is entered in only one banner (with info to link out to college specific info)
3. Any info in banners that is truly specific and unique to students/instructors from one college can be entered as a banner for that college only, but is still entered by district staff/personnel
4. A priority is to not overuse banners (they then become ignored)
5. Each semester, Siri will create a set of pre-approved banners for all-district dates (possibilities: census date, attendance verification dated, pass/no-pass application, petition for graduation dates, etc.)
6. Set Project Priorities, Work Groups, and Outcomes
   * Improved Communication to Students:

Emails, texts and banners recommendations by student.

Should we have a workgroup for this? Developing a communication for everything. Committee recommend that communication improve. The power in this committee is recommending. Frame it within the power that we have.

Being thoughtful and intentional when making recommendation. Engage administrators.

DE Committee should decide on which areas to focus on; we can make recommendations about for a better student communication. Being thoughtful and intentional when we come up with recommendations and also include other people from the DE to avoid any pushback in later stages.

Writing a paragraph with some bullet points about the needs and concerns about communication with Malhi’s input about and the DE committee can make that recommendation. Recommendation should include the person that will be responsible for this communication.

Suggestion: We spot all the issues and provide recommendations, instead stakeholders should take more ownership. Communication should come to us instead of coming from us. We need to be clear on the areas we would like to make recommendations. Creating a workgroup that will work on differentiating the DE’s responsibilities from others (like student services, IT etc.)

Crafted a simple paragraph and went to Siri, Antione.

We spot all of the issues and then we provide all of the recommendations. Communications needs to come to us instead of us going to them.

Each campus has PIO that controls email, texts, is Mark Johnson from the district going to communicate?

Feather Ives volunteers to work on delineating the communication who needs to work on what.

Suggestion: Having a pedagogy workgroup for course design, how to use different communication tools on Canvas. We can have a POCR team sharing experiences? Adding POCR work group among the workgroups. It should be named as “Course Design” in general since POCR is more specific.

Faculty survey and for students.

Address overlapping tasks.

Suggestion to have fewer work groups like maybe 3. Which of these projects need a workgroup.

* + Online Counseling Advocacy: This doesn’t need to have a workgroup. People in this committee can tell the committee what needs to done.
  + Needed DE policies & definitions
  + Clarify relationship, communication, and support of College DE Committees
  + Prevention of cheating and plagiarism
  + Support for the Online Equity Initiative: It doesn’t need a workgroup. Didem and Inger can notify if any support is needed.
  + DE Survey in Spring: It doesn’t have to be now. It can be done in January and February.

Workgroups: How did you create workgroups in the previous years?

Divide and conquered. Volunteered for what we were interested in working on.

The committee agree on the following recommendation: the committee supports the expertise within the DE Coordinator workgroup and supports the list they develop and forward to admin and the PFT with recommendations for classes that meet AP4105.

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Attendance:

Malhi, Inger Stark, Didem Ekici, Adoria Williams, Douglass Cobb, Cora Leighton, Melissa Mcelvane,

Srujana Tumu, Elissa Jaw, Feather Ives, Judy Wong, Chris Bernard, Brielle Plump, Jennifer Fowler,

Irina Rinkin, Cora Leighton