

**Peralta Community College District  
Distance Education Committee  
Minutes**

Monday, September 13, 2021, 1:00 – 2:30

- Welcome and Introductions:
- Inger is running the meeting

Is there someone else willing to run the meeting? The first DE committee meeting for 2021-22. Director of AA, Albert Maniaol's first meeting. Introduced himself. Momo Lim- Familiarize herself with the different committees. From finance, internal auditor.

New committee chair, review the membership and make sure we are on target. DE committee webpage.

- Updates:
- District DE Coordinators recommendation on committee membership and charge changes

Cora- I am comfortable without making changes to the membership. Jennifer form COA- fine, BCC- fine, Merritt – fine, laney-fine.

One recommendation I do have – VPSS can appoint Albert Maniaol to the committee. Dr. Brown

Membership committee does not change.

- Update on new district DE Coordinator

Didem received a full time appointment at COA. Hopeful that we get a new DE Coordinator this week.

- Elect new DE Committee Chair (postpone until next meeting?)

Postpone until next meeting.

- Review and approve new delineation of district and college functions for DE  
Discussion:

What the district is responsible for and what the colleges is responsible for. District function map.

Make a motion to approve the draft revision: delete ap4105 does not delineate function. Not part of our approved ap4105. AP 4105 is about training.

2 separate documents. Not recommending approval. This committee will review and recommend a delineation.

We must review to see if the functions are correct.

Bullet point should be for the colleges. The first 2 don't happen.

As amended This DE committee sanctions and approves this draft as it is here. Cora makes a motion.

As amended today, this committee approves and forwards the new function map delineating the college and district DE roles and responsibility. Cora motion. Adoria seconds. Passed. No abstentions or nos.

- Set priorities, Work Groups, and Outcomes for Fall 2021:

The DE plan is shuffling along, with senate, then go to the colleges in the next month or so.

- Support approval of new PCCD Distance Education Plan
- From the annual report: discussion:

Add things now or set priorities for next time. Would like to do next time. We may put the college updates at the beginning of the agenda. This committee becomes a reflection of the colleges.

At the beginning of the next meeting should be a discussion of how this committee will prioritize its work based on the college's needs. Should exist to support the colleges. Primary agenda item. this committees primary role is to serve the colleges DE committee's needs.

Need help to get the agendas and minutes together for the webpage.

Brielle- Ed technology role lead to that position. Put on the agenda for next time.

Cora- document that relates to what is the need. Helpful to consider as related to other questions.

Jennifer- we could put it up for discussion. Adding that as an agenda item.

the delination document. This semester weight in on DE Org chart.

What is our new district administrator's role? Clarifying what is in Albert's portfolio?

Clarifying who does what at the district level?

- Providing accessibility support for faculty
  - Establishing POCR teams in each college
  - Meeting the consortium requirements
  - Providing training for early interventions tools for student success
- Other