

**District Distance Education (DE) Subcommittee  
Meeting Minutes  
Monday, May 9, 2022 1:00 p.m. - 2:30p.m.**

Attendees: Albert Maniaol, Dr. Didem Ekici, Stefanie Ulrey, Dr. Cora Leighton, Tim Gibbon, Melissa McElvane, Nora Mitchell, Judy Wong, Dr. Stephanie Droker, Chris Bernard, Marilyn Varnado, Sergio Mazariegos, Elissa Jaw, Andrew Park, Adoria Williams

- **Welcome and Introductions**

The meeting was called to order at around 1:05 p.m.

- **DE Subcommittee Approved:**

- o Meeting Minutes from April 25, 2022  
Motion to approve by Sergio seconded by Cora
- o Agenda for 5/9/2022 was adopted

- **Updates**

- o Student Priorities & Updates

Sergio reported that for the BCC Honor Council, there was a big push for finalizing the Honor Code in addressing each other (inclusive). There was a survey rough draft of the statement that is going to the approval process (Student and Academic Senate).

- o College DE Committee Updates

**BCC** – (Cora Leighton) BCC Academic Senate approved the course modality language that is almost similar to CoA. The only change was the Hyflex language for modalities that was adopted from SF State.

Chris Bernard – Last Friday CVC meeting was around POCR: POCR certification has changed will reach-out to get more clarification/confirmation on the changes. Alignment with A, B, C, D for summer classes making it consistent across the board (self-review).

Marilyn asked how many weeks for the certification? 4 weeks facilitated / 2 weeks asynchronous; anticipate 10 hours of time per week; working with professional development. POCR process: review college services, i.e., teaching. In addition to professional development, to build-in as part of the structure is stipend, for example. Steps are 1) review; 2) change; 3) budgeted regularly

Stefanie Ulrey: What counts as attendance? Members to help in answering this question about attendance.

**Laney** - Judy Wong: One of the questions was taken to their committee about modality: Should this be passed to Laney College Council (shared-governance)? They now have a proctoring center for taking tests. Nora asked about Sandbox Admin privileges.

Chris asked Stefanie, "Is that a positive attendance?" Another question to Judy, "How did you get a proctored center? It was an evolution from DSPS – it got

institutionalized – every instructor can use the proctored center. Didem asked Judy if the proctoring is only for online classes only (local students).

**Merritt-** None to report at this time as their committee will meet still meet on 5/10/2022.

**District DE Coordinator (Didem) – CVC-OEI / Exchange:** still working on the Proxy Integration and IT is about to resolve the Phase 1 issue. Phase 2 will require coordination with all departments (A&R, Student Services, etc.). Our online (DE) courses can now be viewed on the CVC Exchange. Usage reports on LTIs were obtained that will be used to prioritize the STAC order list that was sent to Albert and Laura and was forwarded to Dr. Droker.

Dr. Droker stated that she regularly gets a renewal invoice. Purchasing has happened but needs to have a comprehensive look at LTIs; needs have to be discussed, for example: VoiceThread is similar to Studio by Canvas.

STAC question from Chris: LTIs for other areas, usage report may not impact all LTIs. Srujana can share the usage report to all.

Didem stated that approx. \$105K will be the District's share of cost for the FY 2022-23 STAC order. HEERF funding was used by Dr. Brown to pay FY 2021-22 STAC order.

**Respondus:** A survey to students and faculty were sent out about their experiences in using this lockdown browser. Deadline to respond is on May 18<sup>th</sup> and results will be discussed in our last meeting (May 23<sup>rd</sup>).

**Hyflex Discussion:** Hyflex Task forces are being created; BCC is ahead with representative from different departments, i.e., IT, student gov't., student services. Didem has presented a report on this to the District Academic Senate. Union has concerns about Hyflex and she has asked Dr. Jennifer Shanowski to join us in this meeting and provide input on how to move forward with Hyflex as she advised that we cannot implement Hyflex until District approves; negotiation has not begun.

Dr. Shanowski has joined-in the meeting and the following were shared with her: We have not build the Hyflex Task Forced yet; BCC Hyflex Task Force is still in development.

- Hyflex is a negotiable item;
- Concern is that the Hyflex task forces are not negotiating teams;
- Hyflex has separate working conditions;
- Negotiation has stalled – this topic was sunshined; still waiting for District. It will be problematic if moved from Task Force to implementation.

\*The term “Sunshine” was explained as what the District needs to negotiate in the C Collective Bargaining Agreement (CBA). This was sunshined in Feb. 2022 and will expire on 6/30/2022. District refuses to negotiate in person (only via Zoom). For more information, please access the union negotiation webpage.

Didem asked if there is anything that can be done to expedite the process. Dr. Shanowski said that faculty needs to have clearly defined workload, such as class size and etc. When asked if the task forces shall be put on-hold, Dr. Shanowski's response was the task force cannot talk on negotiable list of topics (faculty salary,

etc.). We have to be careful not to talk on negotiable items. Didem agreed as sometimes we cannot help discuss negotiable items. Dr. Shanowski was assured that we will not talk on any negotiable items.

Marilyn suggested that District and union should meet outside with mask on pertaining to negotiation in person vs. Zoom.

Cora remarked to not remotely talked on negotiable items; only why it is harder for faculty... the biggest things in the discussion are technology and testing. Other colleges may have misunderstood what the task force is doing.

Dr. Shanowski said that there should be no union rep in those task force – just to be careful. Chris asked why can't just have a disclaimer if union rep be part of the task force. Dr. Shanowski's answer was if not appointed by PFT, it is fine to invite any union reps.

Didem thanked Dr. Shanowski for her participation in the discussion. Dr. Shanowski final remarked was we cannot run pilot Hyflex classes until there is an agreement sign-off to prior CBA. Cora mentioned that she may have put out a flyer with Hyflex wording for Merritt. Adoria asked to clarify what flyer and Cora will find out.

Didem stated that we will continue to discuss Hyflex , membership for the next academic year in our next meeting. Richard Kaeser will be the PFT representative as appointed; Chief Antoine Mehoulley will appoint a rep from IT; student rep from each college wherein Sergio to assist; a vacant faculty and rep. from the District Academic Senate. Nora Mitchell suggested that Equity Coordinators , POCR Coordinators should be members as well. Chris further stated that POCR representation in the subcommittee is important.

For our next meeting, Didem will include agenda items on modalities: Laney and Merritt were asked about suggestions for modality. None yet were their responses. Cora stated the CoA and BCC have modalities approved by their Academic Senate. Melissa said that they have again revised their modality. Didem was hoping to have an approved modality from all colleges by our next meeting.

Meeting adjourned at approx. 2:31 p.m.

**Next meeting: Monday, May 23, 2022**