

# Peralta Community College District Distance Education Subcommittee

December 13, 2021

Minutes

1:00 p.m. - 2:30 p.m.

- Welcome and Introductions

Called meeting to order @1:06.

- Approve Proposed Agenda and

11/22/2021 Meeting Minutes

Review meeting agenda. Additions or changes?

Dr. Shears, motioned to approve Irina Rivkin seconded. Agenda approved.

Review minutes from Nov 27. Motion to approve by Judy Wong, seconded by Cora Leighton. Minutes approved.

- Updates

o Director of Academic Affairs:

▪ Learning Tools/Tech. Interoperability (LTIs)

Honorlock will no longer be utilized starting Spring 2022 semester. Looking for an alternate, need recommendation from each of the colleges.

▪ CVC Exchange College Implementation

Board – Next Steps in Accomplishing Phase 1  
and Phase 2 Requirements

Discussion:

- We had a good meeting at our campus discussing moving toward becoming a teaching college. We need to involve the VPSS in our meeting to seek their assistance in meeting the CVC Exchange requirements and the work that needs to happen. Someone from CVC Exchange has sent e-mail information and request to meet with or Student Services folks to fully understand the process to assist students since our colleges have already met the Home College Readiness criteria. It is up to the individual colleges to set up the meeting with them. Our online courses are now on the CVC Exchange and are available to other colleges' students. While we are working on completing the Phase 2: Course Finder requirements, potential non-Peralta students enrolling in our online classes through the Exchange are directed to the CCCApply, where they will have to manually apply to each college. Once we complete Phase 1, the enrollment process will be automated and will be easier for students since their enrollment data from their home college will be automatically transferred. Phase 2 will be the next to become a teaching college and students will be able to instantaneously cross-enroll in schools. The sooner we can become a teaching college the better.

- We need to confirm residency from the A&R side, the award packaging for students.

- We want to get to a place where we are scaffolding from the ground straight to the top.

- Keep Presidents in the loop and helping it along.

How is it going to function as a college then we will be ready to have a larger discussion.

- Laney is the only college that does not have the financial agreement signed.

- Ramon, Mildred, Jennifer 3 key people for your conversation at Laney. Simple form to sign and submit.

- It will take approx. 4-6 weeks once we meet the phase 1 requirements to fulfill Phase 2.

Early part of next year, we will closely coordinate with CVC Exchange IT staff to help us identify the key players at each college in meeting CVC Consortium/Exchange requirements. If needed, we will continue to set up meetings with them to find out:

- Identify other key players
- What do we need to do
- What are our next steps

- College DE Teams

BCC- Cora Leighton: We are moving forward with task force in the spring. We are moving forward in getting our classes badged. POCR meeting with the other colleges last week, we are really close to being POCR approved.

COA- Jennifer Fowler: Recommendations for POCR, we should be hearing back any day now. First review and what we need to fix.

Laney- Judy Wong: Results of DE and going over results tomorrow. POCR we finally hired a POCR coordinator, Nora Mitchell.

Merritt- Adoria Williams: Our meeting is tomorrow. We have completed our first equity training class. The district wide OET training is starting.

- Online Equity - Proposed renewal of equity trainer contract.

- Update on the Districtwide Student Survey in SP22

IR- Touched based with Dr. Helen Ku last week. She has not received any input or recommendations from our membership as part of the survey questions. Please submit no later than tomorrow.

- Can I request the draft survey be sent to all of the members?

- Discussion Forum: Planning and Strategizing for the Spring 2022 Semester

Reflect and set up goals for spring 2022.

POCR, LTI, implement goals for the DE plans

How the subcommittee can provide support to each of the college DE committees.

POCR discussion: What we want to see, things that we like this semester.

- We got off to such a late start it is hard to say what benefited our school. Has been a positive experience for Laney. Professional development panel and students were appreciative of teachers who were prepared.
  - Now that everyone has been teaching online 2 years. What is actually considered excellent. Goal for spring, where there areas of collaboration, continued opportunities for professional development. Some parts of the process that we can make consistent. POCR pathways, more than one way for faculty to submit their course for POCR.
  - In the process of building a self-paced rubric course. Faculty have self-review after they complete the rubric to make it consistent. Quality review badge for high quality teaching. The state CVC one way to scale courses is by sharing courses across the state. POCR approved instructors would be able to share their courses. Permission to share their courses. Scaling level state wide.
  - Met with VPI all of our POCR being funded by CARES funds. After this year there will be no funding for any of these efforts. Maybe grant writing for funding. Start exploring external grants for funding.
  - Is there a list of faculty that have gone through POCR training district wide? No. also need a district wide list of badged courses.
  - No, all of the requirements are the same. Actively recruit POCR reviews.
- Reposting the DE coordinator position this week. Creating an accessibility position.

## LTI's Learning Tools

Any that you would like to see or what would replace Honorlock?

The browser lockdown, Respondus. The students want to see what this is. Least invasive.

Copying is harder. We should explore more.

Here's a link to Respondus, the lockdown browser product:

<https://web.respondus.com/he/lockdownbrowser/>

Would like to see a demo that invites teaching faculty and students.

AManiaol- Stipends for incentives – something to explore. We need faculty recommendations and involvement.

AManiaol- Implement the old DE plan because the new plan has not been approved.

Follow our DE plan that is in place now.

How can we support the DE college committees? Suggestions/recommendations?

Discussion:

District wide labeling in the schedule. Getting more consistency what we are using to refer to online class type. Commonalities for terminologies.

-We are not going forward with revised AP. Whatever the policy is, it is not clear and not being reinforced. Adherence to the administrative policy.

- PFT contract district should be sent to Jennifer Shanoski. The way the district proposed it, they didn't follow the contract.

- Easy to search by those criteria. Asynchronous class do not show up according to the search.

- Hybrid class list is also confusing. Consistency in all of the scheduling.

- Next year DE coordinator position, same release time? No change.

- Clarity online students that are not vaxed will be dropped. Not cleared as vaccinated.

Students who are taking 100% online courses as long as they do not come on campus – do not need to show negative test results

- That is being finalized now. We should be getting some clear feedback from the district.

Online students still need to be vaccinated. They do not have to upload their vaccination information.

Irina Rivkin- I will be on sabbatical, researching best practices.

- Adjournment

**(Next District DE Subcommittee Meeting: January 24, 2022)**

Albert Maniaol

Cora Leighton

Jennifer Fowler

Srujana Tumu

AR Williams

Irina Rivkin

Andrew Park

Stacey Shears

Momo Lim

Chris Bernard

Judy Wong

Melissa McElvane