

# Peralta Community College District

## Distance Education Subcommittee

**Draft: Meeting Minutes, February 14, 2022**  
**1:00 p.m. - 2:30 p.m.**

### - Welcome and Introductions

Meeting called to order. Welcoming Dr. Droker, Deputy Chancellor and COO and Acting VC of Academic Affairs and Student Services.

Sergio is not available for update to Honor Lock task force.

### - Adoption of the Proposed Agenda and Review/Approval 01/24/2022 Meeting Minutes

- Table approving minutes to discuss membership.

### - Updates

#### o Director of Academic Affairs:

- CVC Exchange College Implementation. Stage one Course Finder's status. Collaboration. IT work with Oracle to address configuration questions. Interface with student information system. Hopefully can move to phase 2 soon.  
Board Phase 1 Course Finder Status
- Learning Tools/Tech. Interoperability (LTIs)
  - Provisional Use of Respondus
  - LockDown Browser

Something in place to prevent cheating/plagiarism. Decided to form a task force. Working with Srujana and Dr. Droker. Provisional access to something. Srujana contacted Respondus. Able to request a 2 month free trial. IT completed the application. Srujana made it happen. Difficulty with configuration. Will work with our Canvas. Should be available now. Please test and notify Srujana with any issues. How should we disseminate the information to faculty?

#### o College DE Teams

BCC: Cora Leighton- Wednesday scheduled integrated task force meeting with high flex. Reviewing docs from Brian Beatty to consider a Pilot.

Chris Bernard- POKR update- Sean Jordonson. Issues with capturing videos. Access to license tools. Accessibility in POKR consider following appropriate rules and regulations. Working on process. Captioning done quickly and efficiently.

COA: Jennifer Fowler- DE meeting on Wednesday. We have been working with Academic Senate for recommendations for definitions for online course types. Different modalities, different terms. List of terms. VPI checking with IT to implement those. Use the same terms.

Laney: Melissa McElvane- Big project POKR mentorship program. Our VPI helping with funding. POOCR mentorship program. Selected 6 courses, a number of applicants. Each will paid stipends. Self-paced accessibility course. Keep it to 4 hours of time. Work our way through the rubric. Weekly as a POOCR team. April 11 have showcase, professional development to share out with the college. Sean will be instrumental in the accessibility. 3 courses to help us get local POOCR certified. Judy Wong- Nora is developing a POOCR course to go with the POOCR mentee.

-If Nora wants the abcd course copy Chris can send it to her.

Merritt- Marilyn Varnado- POCR lead, got funding to do reviews. 3 courses that have been submitted for review, waiting to hear. 2 courses have already gone thru the process, in place ready to submit.

Local DE meetings, we are working on the equity course. Encourage Instructors to align their courses. Hoping this will get people to align courses.

- o Online Equity- Brielle Plump any update from the team? Brielle is not here.

#### Open Discussions on DE Related Matters

-How are we going to launch, promote this as a provisional lockdown browser just to have this in place? Open to all?

-Targeted marketing. Usability to make sure it works with faculty and students.

Discussing with Sergio. Few privacy concerns with lock down browser. It is a tech support thing. Detects whether it is being run in a virtual machine. Will be shut down. Some people do day to day computer from a virtual machine. Will have to run on the bare hardware.

-Recommend one email to the entire district. One message to avoid different messages. Tech support address. Clarify in the email. Include some guidance for instructors should they chose to implement mid-semester. Needs to be some kind of choice, if possible.

-Discussed at local DE committee. One issue privacy concerns, use the google Chromebooks that we have a lot of. Don't have to use their personal laptops if they have concerns of their privacy. There are 300 at BCC. For the students, not for the faculty.

-We know there are 300 available. Easy to get one. Long term loan as long as you are enrolled in courses.

-Discussed in honor council, one of the colleges in the district, honing the proctoring network. This is where students can take classes, free service to California Community College students. Revenue generator. Different from responsus. more of an instructor tool. Bundle and get a discount.

#### - Other Matters, open discussion:

LTI's licenses are expiring. What to keep, explore, funding sources. How can we afford those licenses?

Easysoft/impact. Data on usage? Which LTI's people are using. Faculty resources canvas shell has a list of. Challenging to find the list within that Canvas shell. Can we get a basic list, what they are used for, when they are said to expire. Go through with the POKR leads.

Need a list ASAP.

-Which LTI's are available at the end of the semester?

-Update on the DE coordinator job that went out.

Canvas faculty resources shell with update to responses.

- Posted the position have only had one interested. Working on details regarding compensation.

-Easysoft- who is managing Easysoft? The word is it is not easy to use.

- Adjournment

**Next District DE Subcommittee Meeting:**  
**February 28, 2022, 1 p.m. - 2:30 p.m.**  
**Via Zoom: <httpscccconfer.zoom.us/j/95811664550>**

**Attendance:**

Albert Maniaol  
Marilyn Varnado  
Melissa McElvane  
Jennifer Fowler  
Cora Leighton  
Andrew Park  
Srujana Tumu  
Judy Wong  
Chris Bernard  
Stacey Shears  
Ben Allen  
Elissa Jaw  
Stephanie Droker  
Adoria Williams