PCCD Distance Education Subcommittee

Monday, February 27, 20023; 1-2:30 Pm

Present: Jennifer Fowler, Stacy Shears, Nora Mitchell, Tim Gibbon, Cora Leighton, Irina Rivkin, Inger Stark, Laurie Allen-Requa, Albert Maniaol, Didem Ekici, Richard Kaiser, Judy Wong, Monica Ambalal, Christoph Muhlinghaus, Srujana Tumu, Tina Vasconcellos, Chiranjeevi Adusumalli, Elissa Jaw, Jingyi Cyntha,

1. Welcome and Introductions
	1. Approve the DE Subcommittee Minutes from February 13th, 2023
		1. Majority approves
	2. Approve Agenda for February 27th, 2023
		1. Motion to approve (Irina)
		2. Second (Rich)
		3. Approved
2. Updates
	1. Student Priorities & Updates (Jingyi Zhou/BCC)/College DE committee updates
		1. BCC:
			1. PD & Flex Day activities; discuss authentic assignments
			2. POCR successes
			3. Suzanne’s workshop
			4. STEM focus
			5. Productive meetings; working with POCR; DAT (?) grant; Camtasia process is different (improved) now – Cora please share at next meeting
		2. COA (Richard):
			1. Distance Ed college meeting last week reaffirmed goals
		3. Laney:
			1. Professional Development workshop on communication this Friday
			2. Title V updates – revised document in DE committee
			3. Self-paced accessibility course to all faculty (not just POCR participants) for stipend will be offered (will come from POCR DE budget)
		4. Merritt (Monica & Christoph):
			1. Plagiarism/bots discussion – work on a digital “academic honesty” policy in writing to help protect students and faculty
			2. POCR – 2 classes now accepted
			3. PD: Christophe will have open hours to help; Monica will do something with POCR; Adoria will do something with library services and Canvas help
	2. POCR Lead updates
		1. Classes now being reviewed
		2. CVC meeting on Friday: discussion regarding master consortium agreement – metaphysical strong suggestion subject to interpretation
		3. POCR always a requirement for the consortium, but now concern is to maintain in addition to establish it
		4. BCC: goal to find sustainable funding to continue work; continue to brainstorm
		5. Laney: cohort going strong; weekly workshops; 6 active/dedicated/impressive participants this semester; 2 courses close to being fully aligned
		6. Merritt: first course through 100%; 2nd course just reviewed; 3rd course in the process of review; applied for grant; no funding in place – difficult to form cohort; March Flex Day 1-hour workshop (A & B) and general info meeting; 15 interested, but no funding
	3. District DE Coordinator update
		1. Meeting at CVC regarding e-transcripts – currently can receive, but cannot send; a bit technical; checklist for cohort implementation – make sure all the prerequisites will be met before June
		2. Student surveys are ready to launch; add on Canvas banner
3. Brown Act/In-Person Meetings – anything under senate needs to be in-person
	1. In-Person meetings mean quorum required
	2. This committee under purview of DAASC (aka “education committee”), yet still following Brown Act and therefore need to resume in-person modality, gradually
	3. Concern: More members this year
	4. Dr. Vasconcellos: Should be working in the “spirit of” despite non-required; should start scheduling meetings in person and allow for online access; with the goal of having quorum in-person (by Fall)
		1. COVID accommodations will be continued indefinitely
		2. ADA: is it a violation to penalize a committee because too many are on ADA accommodations? Can official ADA accommodations be excluded from the quorum count
			1. Legal interpretation needed to answer
	5. Suggestion: should not have laptop in the room to catch the meeting online; use a different microphone (“rally bar”)
	6. Owl Camera
	7. Clarification needed sooner rather than later: Does an accommodation still count towards quorum?
	8. Can POCR leads join online? Not be voting members?
	9. A person who has legal accommodation, they are considered a part of quorum
4. Accessibility Job Description Discussion (By Dr. Vasconcellos)
	1. Shared doc/link: solid classified job description from Santa Rosa (year round, 12 months, 40 hours/week) – use classified personnel for students as well
	2. PCCD is not in compliance
	3. 508: distance & faculty position vs. 504
		1. Will 508 be reviewed by (assisting? Existing?) POCR
		2. An SEIU position
	4. Feedback on this idea? Recommendation requested. If approved, this can go to governance; Dr. Vasconcellos has more weight bringing to Cabinet
	5. Issue is funding
	6. Cannot hire just one faculty who will be at the District because they need to be at the college
		1. History: one classified was hired and resolutions were made – Inger to research the details (this is like a do-over, but with Dr. Vasconcellos)
		2. Dr. Vasconcellos’ idea: If it’s one person, they can be coupled with the DE Coordinator; if it’s more, not sure
			1. Difficult to have district supervision over personnel serving the campuses
	7. Timeline? How much time to provide recommendations?
		1. Cabinet wants to submit to SAS; redirected to DE Committee
		2. Do something within the next month or so
5. Recommendations for AP 4105 update regarding updated Title 5 requirements.
	1. No suggestions for definitions; reflected all the changes in the DE definition
	2. Any other recommendations on changes? No
	3. 2nd Section on course approval – anything to add/delete?
		1. Administrative procedures/policies belong to administration. It’s their job to adjust as necessary to new Title V – should be something Albert & Tina should look at, not on us is on them to change administrative policy. Committee just recommends.
			1. This needs to happen first
	4. Jennifer Shanoski recommended taking changes to the district, then the district will negotiate with the union, not the DE committee
	5. No change for certification
	6. Publication of course standards/Section 4
	7. Recommendations to changes in section V?
		1. No longer called Academic Affairs, now called Educational Services
		2. In section D: Instead of “Online education” – use “distance education”
			1. Update hyperlink
	8. Nothing for federal financial aid disability
	9. Section 6: substantive interaction – having language to provide more clarity; keep it in AP 4105
	10. Should POCR be required to teach online?
		1. Increase course quality
		2. Will be competing with other good colleges and online courses – will place online courses in good quality
		3. Inger: don’t touch this; assignment of classes is completely under administrative purview; change nothing to the section if goal is approval (union gets involved/PFT will have concerns)
		4. Not everyone can do POCR because of scheduling; other things instead should still work – having options; would likely be easier with the union
		5. Suggestion: make language loose and tighten up/flesh out later (see chat)
6. Q&A
7. Adjournment
	1. Next Meeting: March 13, 2023