**Distance Education Committee Minutes – 03/09/2020**

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| **X** | Jodi Senk | **x** | Matt Pitassi | **x** | Jill Pfeiffer |  | Irene Truong |
| **x** | Zulma Calderon |  | Scott Jaeggi | **x** | Michelle Pilati | **x** | Grant Linsell |
| **x** | Yunior Hernandez |  | Mark Bennette |  | Carol Sigala | **x** | Vann Priest |
| **X** | Gabriela Olmos | **x** | Lydia Llerena | **x** | Bianca Urquidi | **x** | Gary Van Voorhis |
| **x** | Eugene Blackmun |  | Cynthia Lewis | **x** | Jenni Tanaka | **x** | Warren Roberts |
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1. **Approval of 02/10/2020 Meeting Minutes**

**Motion- Eugene Blackmun, Second- Jodi Senk ; Motion passes unanimously, (minutes adopted by group)**

1. Instructional Technology Tools and Setting (Zulma and Gabby)-
2. Four faculty attended last Friday’s TechSmith Relay training. Recording of training will be posted on DE website.
3. Manager’s Report and CTE Grant (Grant and Jodi)
4. CTE Pathways Grant Update: Jodi said that 20 courses went and 3-4 were DSPS approved. Jodi talked about part of the CTE Pathways Grant being the Peer Online Course Review Committee (POCR Club). It would be a sub-committee and would need to be negotiated in the faculty contract. Asked the group to review the “Peer Online Course Review (POCR) Committee” handout and give feedback. Part of the grant is to pay reviewers to look over courses seeking OEI alignment to the rubric. Right now with about 20 classes it might be manageable but in order to grow we may need to request release time since it would be a bigger project. Jill mentioned we don’t know how many people will step up to review courses since we only have 7 POCR trained faculty who are busy.
   1. Jodi is working with Mike Slavich for marketing to promote all aspects of the program- could utilize the marketing grant. Eugene wanted to make sure that we can use the grant for non-CTE marketing – Grant said yes, we can.
5. DSPS Accessibility Curriculum Check for DE Courses: Grant said we do finally have a contract in for curriculum check. The first priority is to go through CTE Strong courses, they think they will get through them in one month.
6. CVC-OEI Temporary Remote Distance Learning Plan in case of emergencies: In the foreshadow of potential campus closure due to COVID-19 Grant had asked Arts faculty if they would be able to teach 100% online if necessary. Some said yes, others unsure ­–Grant asked them to brainstorm ways like Zoom, IG or FB live, webcast, deliverable modules and broadcast rather than live performances. He also asked faculty to consider how to accommodate a student who must miss class due to personal illness, or if they or a family member is in an at-risk category for COVID-19. Eugene brought up that, while many would be flexible and accommodating, he knows of many who would not.
   1. Grant proposed creating an online shell for all classes “just in case,” would that be possible? Gabby said yes –it would be time-consuming, but possible. The difficulty will be that not all faculty will know how to use it. Grant asked Gabby and Zulma to create a brief video on how to embed ConferZoom.
   2. Concerns:
      1. Equity- not all students have access to internet off-campus
      2. Instructors concerned about videos used as evaluation tools-Grant said any recorded vids/modules are for classroom use only, and not for review by admin.
      3. Yunior: Counseling not possible without access to P-drive. Grant said in that case, they would need to come up with a solution such as a VPN for P drive access
      4. Van: Labs- how can you teach lab classes remotely. He and Grant agreed there must be a short-term solution.
7. Updates and Professional Development (Jill)
   1. CCC Accessibility training will be on Oct 8th –going over *Canvas*, not PDF training.
   2. Online Teaching conference early bird registration closes on April 14th- 10 so far are attending and it will be held in Pasadena.
   3. AP4105 review for changes and approval
      1. Jill said the committee needs to review for changes.
      2. Michelle thought the part about percentages should be taken out.
      3. Jill suggested another change in area 5.
      4. Zulma made a table that should be added in.
      5. Jill said she will bring back a revised version for approval.
      6. **Regular and effective contact form review and approval. Motion to approve- Jodi Senk, Second: Yunior Hernandez: Motion passes unanimously.**
8. Technology (Gary)-
   1. No Update
9. Online Counseling (Yunior)-
   1. No Update
10. Library Services (Irene)
    1. No Report
11. Division Reports
12. New business/Other/Discussion
    1. Once AP4105 is finished, all goals will be complete for the year.

Meeting Adjourned: 2:20 pm

Minutes submitted by Abby Balcom