**District DE Committee Meeting Notes (04.24/2023)**

* **Welcome and Introductions**
* **Approve the DE Subcommittee:**
  + Minutes from- April 10th, 2023 (Deferred to future meetings because of the person who was taking notes was on leave and the notes will be sent soon).

**Approval of the DE Budget Resolution**

**ADD THE BUDGET HERE**

**Dr. Vasconcellos:** Accessibility is not in the budget because we didn’t have an accessibility expert last year and in a projection, you can’t put 0 in the budget. the job description came from you went through the Vpis. They've made some edits. I've given it to Dr. Broker to take back to cabinet to the Chancellor Cabinet, which is where it was sent to me, from which then I brought it to you all. From there, it goes to SEIU for union approval. right now we have a job description, and we don't really have a classification associated with it at all. There's no way. I didn't know what salary or anything would be associated with it. And so we can't put it into projections, we can't do anything officially without that without the Union approval first. i'm hoping possibly that by January there might be a classification and a position, and you know, and then there could be dollars associated with it. That's the only reason you're not seeing it here, because there isn't anything that we can project at the moment.

* **Chris:** Should this position entirely be in distance education? ADA is the requirement for all outward facing web stuff. I’m not sure if it would be like it would fit in there. To the extent that de scrambling for money, could it be spread out through other cost centers?

**Dr. Vasconcellos:** When I met with the VPIs around this, it's possible that the colleges pull funds, and they pay for it themselves because we're talking about sharing an individual supporting campuses. It could come out of instruction, the colleges, it and services of the district. It's not coming out of de specifically and actually the DE Budget doesn't live on its own. It's part of the ED Services budget at the District Office.

**Nora:** When we reviewed the job description, we made it clear that it was for instructional support**.**

**Motion to approve the budget resolution with the projected budget?**

Suggestion to remove the 2022-2023 expenditures. The suggestion is accepted:

Laurie moved, Irina seconded. The resolution is approved with the majority of approvals. No abstain or rejection.

* **Updates**
  + Student Priorities & Updates (Jingyi Zhou/BCC) (No report)
  + College DE Committee updates

**BCC:** We are working on a resolution again, with another resolution to our academic Senate regarding ongoing support for Poker and the CVC. Even though we do have assurances from our VPIs that we have local support. We want to make sure that it's still in writing

**COA:** We had DE Committee meeting on the committee meeting on Wednesday. we didn't have any action items. We had a discussion about participation in online courses from students and a few faculty saying that they had an unusually large amount of students this spring not participate. So we kind of discussed how faculty consider participation in an online course**.**

**Laney:** We had a couple more workshops. we had slightly better turnout. I've gotten a lot of requests for the recordings of the workshop, and we have another workshop coming up in May, which will be on hybrid and face to face, how to use canvas etc. We have our DE meeting tomorrow, and we're talking about membership of our DE meeting for fall already professional development in fall that we might want to do another big thing.

**Merritt:** Absent

* + **POCR Lead updates**

**BCC:** We're trying to integrate some of the aspects of the poker rubric into the resolution that we're that we're putting together around accessibility and regular and substantive interaction. Still reviewing courses, trying to figure out how we're gonna make sure that to have enough budget to get as many people through as we can and get as many badged courses by the end of the semester.

**COA:** We're doing the same thing, just trying to figure out the funding that we did get for Spring 23. How long faculty have to get paid out for stipend. Is that going to get cut off at the end of the semester? Or do we have until June to work and finish the step on so, haven’t been able to get any responses about that, and we'll send a their follow-up email this week.

**Laney:** Not a lot new, planning to wrap up this semester's participants and supporting a lot of final touches to courses. And then we were told we had till mid-may to, for the you know, to get folks paid as long as we have that in mind looking to plan for the future, found another new mentor to put through training.

**Any update on Blueprint project?**

We were under the impression this morning that we had missed the deadline because we hadn't heard back. (*Clarification came from Srujana regarding the deadline to add it on Canvas which is end of May*). POCR Leads agreed to skip the summer courses and make the Blueprint ready for Fall 2023 classes.

* + **District DE Coordinator update**
* District Research Director Helen Ku is working on pulling our POCR related data. The student success and retention data will help us get POCR funding for the upcoming years. In the DECO meeting, it was mentioned that Chafey College did this already for their POCR reviewed courses and their data showed 12% more success and retention rates in their POCR reviewed courses.
  + Peralta Online Equity Conference is coming up on Wednesday, April 26. The schedule is ready, and we have wonderful sessions. More than 60 sessions. We have more than 600 people registered for the conference.
  + We’re working on the LTI’s and having meeting with LTI vendors. Please check courses are reflected on the CVC Exchange website. and if not, please let us know, because we have some problems in the past. We are currently having problems with the courses od some colleges since they are not displayed in CVC Exchange website. I am working with Logan and AJ from CVC to fix this issue.
  + We are getting ready for CVC phase 2 implementation, and we have. We need that updated list for point of contact. I sent you emails with the list. If there's anything wrong with the names and if anything needs to be updated, please let me Karen Oeh know and copy me on that email as well.
* **Recommendations for Faculty Selection & Workload**

The committee worked on the draft Laney has prepared and got input from the committee members.

@@@ Clarified “self paced” accessibility course by adding “within PCCD or equivalent”. Agreed on the sentence “Require faculty complete a self-paced accessibility course within PCCD or equivalent”.

@@@ Added “with support if needed” rather than the accessibility support.

@@@ Regular and Substantive Contact:

* + Added “and/or course badged as quality reviewed” to the “Section B of the CVC-OEI” rubric.
  + -Added Peralta Online Equity Training and/or get their course badged aligned to the rubric.

Discussion about some accessibility work like making PDF or PPT materials accessible is challenging. How should we expect faculty to work on them? Where will they get help? Should we add accessibility expert on the language? Should we add anything about the compensation of faculty?

**Suggestion:** Since we don’t have this accessibility expert position yet, we shouldn’t add this type of support in AP 4105. Work conditions are the union’s role, so we shouldn’t put anything about the compensation and let union negotiate it.

* **District DE Committee Membership for 2023-2024 Academic Year**

Think about the membership for last year considering the meetings will continue in-person. We need tri-chair to work with Albert and the new DE Coordinator.

Attendance:

Nora Mitchell

Jennifer Fowler

Srujana Tumu

Laurie Allen-Requa

Judy Wong

Albert Maniaol

Tina Vasconcellos

Richard Kaeser

Cora Leighton

Chris Bernard

Tim Gibbon

Amany ElMasry

Irina Ivkin

Stacey Shears

Inger Stark

Chiran Adusumalli