**PCCD**

**Distance Education Committee**

**Agenda**

**Monday, February 22, 2021 1:00**

* **Welcome and Introductions**

Meeting began at 1:02

* **Approve two sets of minutes from:** 
  1. DE Committee Meeting- December 14, 2020
  2. Monica Ambalal moves, Vicki Ferguson seconds to approve. Approved.
  3. DE Committee Meeting- February 8, 2021

Melissa motions to approve. Adoria seconds.

* **Updates**

* 1. **Student Priorities & Updates**
  2. **Malhi-** Didem and I met recently and we talked about student incorporation and how we could find accurate representation and I kind of told him about that we have student government. I said a few people from the DE committee should regularly meet with ASBCC members, and you know ask questions and have open communication and Didem and I kind of figured out a way we could do that. Some committee members could join every other week or whatever works for their schedule to student government meeting.
  3. **College DE Committee updates:**
  4. **BCC:** Cora Leighton- Focusing on trying to get the Poker process through. A lot of accreditation activity. Chris Bernard- In our committee meeting, we talked about Ally phase 2, we also are flagging some areas where our professional development can come in, providing training on Ally on Flex day. We keep going back to PCR section D-accessibility. consortium, requirements as a way to guarantee funds. We raised the issue of the requirements for the consortium as a way to kind of help to guarantee funds and funding model going forward, considering that there are significant milestones that must be met per our agreement in 2 years.
  5. **COA-** Preparing for ACCJC visit coming up. We had our first DE committee meeting this Thursday. I went to our VPI a couple of weeks ago and basically gave him the same POCR funding proposal that we had sent the district in December and hadn't heard anything about back from the district about it. My VPI said that he is able to fund it for the whole entire proposal for the two years.
  6. **Laney-** Judy Wong- Able to continue with our regular load for fall, no decrease. District Senate- Didem brought up that our load will decrease. Will continue at same rate. We had one DE committee meeting, we will look over the DE plan for the next several years. Meeting with VPI to talk about POCR. Submitted a proposal, we have not heard. We're going to start some a series about what classes pretty soon with intro to Canvas and the equity class so those will be starting up pretty soon
  7. Melissa McElvane- Looked at our faculty survey results. Not a surprise, faculty want to continue to teach online post pandemic. Hoping to flesh out some more in terms of what services and support that we should have in place for that. Faculty Love it or hate it. 60/40. Started to put together some work groups in the committee, where we could focus on this semester, and particularly a student survey and so that has actually already went out. Support of the student concerns around proctored exams, there's a working group that we formed all about online teaching and best practices will talk about you know kind of helping faculty understand the implications of using Honorlock and other proctored exam options. Looking at some of other schools and in terms of how they operate and kind of at a higher level with the DE department and so we've put together a working group.
  8. **Merritt-** Monica Ambalal- Adoria, myself and Javier are in our fourth week final week of poker class so once we pass will be able to do reviews. We have identified five people at Marriott who have taken this class. 41 classes that 90% have been normed to the OEI rubric. There still needs to be reviews happening, officially, but that was promising. We signed the master consortium agreement. Holding the POCR proposal because of the accreditation prep.

EDT team meeting on Wednesday to revamp the EDT certificate. Javier is designing learning the OBI rubric. Working on the DE plan. Right now, it's six classes and we're thinking that it probably needs to be three solid classes and two electives. I'm going to change the requirement from the full 16 week down to six and eight weeks for the classes. Working on the DE plan with the DE committee. We are revisiting our charge and our bylaws right now, so that we're commensurate.

* 1. Brielle Plump- Working on Ally trainings. Negotiations for getting another free training for DE committee. It seems as though there was a training last spring, so we're just in some negotiations around getting another free training. Pending LTI contracts.
  2. District DE Coordinator update: Didem Ekici
  3. Thank Eleni for her help for the Laney DE load.
  4. Online Equity Conference
  5. April 21-23 2021. First global Peralta Online Equity Conference. Conference theme: Promoting equity in online courses. Proposal deadline- March 19, 2021. 3 day conference. First day learn, Second day analyze, Third day build. We are asking volunteers, it doesn’t have to be long term volunteers, but, if you can help complete one task or maybe giving only one of your hours this week or next week or maybe during the conference that would be great. For example, it's going to be a three-day conference and you can come and moderate the session for an hour or help before the conference would be great.
  6. For CVC-OEI exchange, Financial Agreements are completed. Thanks Vicki for her support. Working on e-transcripts. Dominique Taylor is helping us.

**Student Services Software Update (**VPSS Ferguson**)**

Accessible Information Management (AIM)

* Chiran from IT assigned to project
* Technical portion due to be completed this week
* Two critical modules built mid-March, Staff training in April

This will allow our students with disabilities who's in the Program for the college's to share information district wide where student doesn't have to continuously repeat their story. The technical portions of it is due to be completed by the end of this week, and two critical modules will be built in mid March and training for staff will occur in April. A lot of faculty they have several students in their classes and they have some sections, so it's really been difficult for instructors to keep track of which student receives which commendation, so the benefit of this program is not just to the DSPS staff and personnel, but to the instructors. There's going to be an icon when they log into their faculty portal where they can keep track of those students that are in our classes that receive services so that way.

Conext ED (Calibrate, Cranium Café, Classroom)

* Contract going through approval process (3 year)
* Colleges completed Technical Set-up form
* Demo scheduled 3/24/21 at DW Counselors Meeting
* VPSS’ discussing implementation needs

There are three programs with ConexED that as part of the contract, which is “Calibrate” that's the scheduling system, “Cranium CAFÉ” is the case management piece or the video piece where you can meet with students, and the “Classroom” portion which is similar to Zoom, so it's three products into one system. There will be a presentation at the district wide counselors meeting on March 24.

Maxient

* Contract approved
* Colleges provided set up information
* Tentative launch Summer 2021.

We received a small allocation from the state it's our school safety Title IX funding, so we actually use that funding districtwide to purchase Maxient. Similar to aim it's a case management system where we can track student code of conduct cases, grievance cases, discrimination cases as well as, for those of you have behavioral intervention teams or care teams like if a faculty member, a classified staff, or even administrator encounters a student who may need resources when it comes to food when it comes to transportation, there will be a process within that system where they can refer them to that particular person or particular department for services. The contract has been approved, we provided our setup information for the colleges. The tentative soft launch is hopefully this Summer 2021.

* **Prioritize and Launch projects for this year** 
  1. DE Projects: DE Load
  2. DE Coordinators discussed this issue and came up with a short term and long term plan. Short term plan was to help Laney DE Coordinators get back to their regular load. Short term plan was successfully completed and Judy and Melissa are sharing .7 load as in the previous semester.
  3. Long term plan- is to bring consistency and equity among all DE coordinators’ load. It has been on the agenda of this committee for some time, and it is circling back. We need to have equity among all of the coordinators.
  4. Discussion:
  5. Jennifer Shanoski- They can’t change in load, so you should let us know because they advertised for a certain position with certain load you applied for that you planted around that so if they do that, ask for help from union. Equity would have to be negotiated.
  6. For the long term plan, you can discuss among yourself and you can give us a job description and could try to negotiate as being part of the contract and make it a priority for the next contract. Try to negotiate as being part of the contract. Like department chairs the total load is split up, based on sections and fts right so you'd have to think of some kind of. I am open to it, and will fight for it and work on it with you.
  7. Chris Bernard- How does negotiation works? So, we're now part of the consortium, so their requirements that we have to meet, jobs are expanding/ We’re talking about starting up a DE department. We have to have a poker setup within a certain amount of time, have courses reviewed within a certain amount of time which requires planning which requires teams which may require new positions. What is the best approach to compensate this additional work?
  8. Jennifer Shanoski - depends very much on the issue and who is on the team and then what we're willing to give up and also what we're willing to stand together and fight for. Work for contract. Clearly demonstrating that more resources are needed. Kept track of your hours for the next week. Must be compensated for the additional time.
  9. Cora Leighton- It's fiscally responsible because it will increase our enrollment, will pay for itself in terms of enrollment.
  10. Jennifer Shanoski -AP4105, change requirements for teaching without compensating them for doing it.
  11. Jennifer Fowler- We typed up a proposal. Peer online course review. Swept under the rug by the district.
  12. Irina Rivkin- New requirements for faculty. Have some clarity and consistency. One thing that might be good to do is also just to have some clarity, where there's some consistency. For example, last summer, it was shared that to teach online in 2021, it would be necessary to take both the canvas course and online teaching course, for example, the online equity training. So, for example, myself and some others did that on our own time just to prepare, but then, it looks like the requirements are changed so those of us who spent most of the summer preparing for the previous requirements, might then have new requirements, so you know that's another kind of concern is kind of having some consistency, because then it's faculty do some preparation on their own time.
  13. Jennifer Shanoski- PFT position that the requirements have not changed. We do not enforce this. We are not the administration, so we do not enforce this stuff and we're not going to get involved in saying whether something meets or doesn't mean we just that's not.
  14. Chris Bernard- Proposal that we created, we need to add accessibility. Stipends all of the time. No more stipends, we need loads.
  15. Jennifer Shanoski: That's why we negotiated that agreement, the way that we did because we wanted stipends to be translated translatable to ours. Stipends are not inherently bad. You can agree to a stipend but have them for in the hour, so all stipends translate to a number of ours, so I think you just need to put it very clear. So, if you remove stipends as a possibility, you essentially eliminate all part timers from being able to get those jobs, so I don't know that you want to take that strategy.

Didem Ekici- Can we get more clarity on course designers?

* 1. Jennifer Shanoski- For this year course designers were identified and hired. Faculty should reach out to the Dean if they have more than 33 people, they can ask a course designer. I'll give you the names I'll forward it to do them and maybe you can share it with everyone the who the course designers are so that you can also just you know send people straight there.
  2. Meeting ended at 2:31. See you in 2 weeks.
  3. Attendance:
  4. Didem Ekici
  5. Vicki Ferguson
  6. Irina Rivkin
  7. Chris Bernard
  8. Cora Leighton
  9. Benjamin Allen
  10. Malhi Sarbhjot
  11. Monica Ambalal
  12. Srujana Tumu
  13. Brielle Plump
  14. Jennifer Fowler
  15. Douglass Cobb
  16. Melissa McElvane
  17. Elissa Jaw
  18. Adoria Williams
  19. Feather Ives
  20. Judy Wong
  21. Jennifer Shanoski