**PCCD**

**Distance Education Committee**

**Monday April 12th, 2021**

* Welcome and introductions

Meeting began @ 1:05.

* Approve the minutes from DE Committee Meeting March 22, 2021

Motion to approve minutes from March 22, 2021, Adoria, seconded. Cora Leighton

Minutes were approved.

Some of the attendee names ran together. Correction will be made.

* Updates:

**-Student Priorities & Updates:**

**Malhi-** Didem and I have been talking about getting DE voice inside student government. Today’s agenda item is having Didem speak with the student leaders. Anyone else want to be on agenda and to speak, please get in touch with me. In terms of task force, slowly making the survey questions. Will have more updates in the future committee meetings and garner the support as best as I can.

-College DE Committee Updates:

**COA- Jennifer Fowler-** Next De Committee meeting at the end of this month. We're trying to get feedback from faculty on POCR process and trying as best as we can to collaborate and align with the other colleges, so we'll continue to discuss that. I’m trying to engage the DE committee in POCR getting our first three reviews done and see if the DE coordinator can get full release. My current term as DE coordinator is up at the end of the spring, so this would be for the next two year term

**BCC- Cora-** Discussing CVC-OEI consortium requirements and also including our proposal for increased DE support from the colleges. Encouraging but still don’t have anything in writing.

**Chris-** everybody saw the amount that we asked for.

**Laney- Melissa**-So, we met on the 23rd of March and similar to all the other colleges, we focused on POCR. We created a wish list for the things that we thought we need at the college. We also looked at our students survey and discussed. what students thought about DE love it or hate it, little middle ground. Riding in the middle what we anticipated would happen. 30% continue to take online courses. Our VPI was there spoke about CARES funding, pocr allocation. Skeletal relative to our initial proposal. Goal is to review at least 3 courses, work respectively in our workgroups and DE plan, think through what the next academic year will look like. DE coordination at Laney. We just finished introduction and teaching with Canvas; we have about 16 faculty. This is their last week of a four week of that four-week adapted at one course, humanizing starts next week, and then at Chelsea is teaching equity training course, at the same time, this month, so we had a full cohort this semester. Still doing instructional design as a segue to funnel folks into Pocr. Design their courses to that rigor, create some energy to insight our colleagues to build a course to our standards.

**Merritt- Monica-** We are in the process of getting these 3 POCR courses done. So we're really excited to get these done, but I have to say it was eight hours of work for me just to review a course that's already been aligned, so we definitely got to get paid. We want to get these in no later than when school ends. Review a course that is already been aligned. Tomorrow is our DE meeting approving our charge and DE plan in draft form. It’s a draft.

I sent out the equity course information. Our instructional designers are-very few people reaching out to them they're only working with two instructors right now, So I'm curious to see how that's going at other campuses.

Melissa we adapted DE support form, sending it out every week, sending out in newsletter. 4 weeks in course design, we are booked. 4-5 departments, in building our course.

BCC- We only have three people respond. I need to touch base with our course designer.

**- EdTech Coordinator update- Brielle**

DE roles spreadsheet is something that we've been putting a lot of effort into. Srujana and I have been updating the LTI spreadsheet. Our goal is to get it to a place where we can share it more broadly, so people have a better understanding of what LTIs are available, and who's funding them and when those contracts begin. Every resource that I highlight is going to be an LTI. Last week, I started off with what isn’t an LTI because we realized that's still not common language for a lot of our faculty members. So, if you get that question know that you can point to the Faculty resource canvas Shell

District DE Coordinator Update:

We’re planning to have a meeting with college VPIs to discuss the POCR process, to bring consistency, equity and alignment among all colleges. That meeting will be important to explain the importance of POCR, not only for better online classes, but also for consortium agreement requirements.

District DE plan is completed and I hope to get the DE plan draft approved in today’s meeting after getting your input and suggestions.

Peralta Online Equity Conference. So far we have 375 participants registered and probably it's going to be over 400 soon, because you know generally people registered last minute so that is very exciting. We upgraded our Zoom capacity, but if it doesn’t work, we will go live on YouTube. Here is the [conference website](https://sites.google.com/view/peraltaequityconference/home?authuser=0) that Kevin Kelly has prepared. We also have sponsors now. Ally-Accessibility LTI and CVC-OEI, Stylus publishing.

District DE Plan: 2021-2024 Discussion of the DE Goals and Project in breakout rooms

Any suggestions or questions on DE plan?

Fourth goal is added, first 3 are original. When you look at the projects you can see how they overlap.

Planning on having a meeting with VPI, goal for next semester. Explain the importance of pocr. After a consortium, Siri offered to have a meeting all together, assessable for every another time on Mondays. She can move meeting time on Monday. Working on that, soon have that meeting. Why we need pocr teams at each college.

DE plan is almost done. After I get your input today. Suggestions for change, ready to get your approval today. Then long process of getting approval through all of the committees across the district.

Peralta online equity conference- 370 registered. Working with Antoine so our zoom capacity is enough. Go live, new equity logo and webpage. Full schedule, 3 day conference and registration link. Learn, analyze and build. We have sponsors.

In touch with auto sync and they might provide caption during the conference. American Sign Language or synchronous transcription. Provide some service for accessibility. Second day there will be a student panel.

DE Goal 1: to close achievement gaps, peralta will increase online student retention and success rates each year from 1y2021-22 to ay2023-24, through research based success strategies.

Suggestions: couldn’t come up with anything to improve. Discussed making recommendation but stalled on implementation piece. How to implement, what their implementing. My experience with starfish was dismal. I put notes I canvas shell and it went nowhere. Ultimately the student failed the class and disappeared. Tried early intervention and it didn’t work. Tried to go back in and my access was disabled.

Add- Provide training for faculty to use online tools more efficiently for student retention and success. Advertising and training.

DE Goal 2: to support students in achieving success in de courses, peralta will provide resources, support, and services that are specific to online students, are necessary to close achievement gaps and meet regulatory requirements.

Suggestions: nothing to add.

DE Goal 3: To support both student and faculty success throughout their online course experiences, all peralta online courses will meet guidelines for quality, equity, consistency, and accessibility in their design and facilitation.

Suggestions: Percentage might be more accurate than using number for the evaluation metrics.

DE Goal 4: to close the achievement gap and make all online classes accessible for students, all peralta colleges will meet the requirements of the CVC-OEI consortium agreement by 2023.

Suggestions: 4.2 was the focus. Adding in 4.2 we are planning to add funding for faculty, pay something to faculty. Adding full time accessibility specialist to the “summary of expenses” chart. Specifically mention in section B. having an accessibility specialist. 20% of online classes getting reviewed, this percentage will also be added for Section D, accessibility part to make sure to make the same number of classes accessible.

Chris Bernard- There is no face to face instruction plan? Anyone who uses canvas. Say that without taking full ownership of early alert. Using canvas tools as well. All of that should be promoted. Promoting it more and giving trainings.

* Approval of the DE Plan with these changes:

Motion to approve: Adoria Williams.

Seconded- Cora Leighton

Approved.

Attendance:

Didem Ekici

Cora Leighton

Brielle Plump

Monica Ambalal

Chris Bernard

Adoria

Malhi

Melissa McElvane

Jennifer Fowler

Srujana Tumu

Elissa Jaw

Maria Guzman

Ben Allen

Judy Wong

Irina Rivkin