Attendance:

Inger Stark, Malhi, Chris Bernard, Brielle plump, Didem Ekici, Feather Ives, Carole Brown, Srujana Tumu,

Cora Leighton, Dori Williams, Benjamin Allen, Elissa Jaw, Judy Wong, Doug, Irina Rivkin, Vicki Ferguson

**PCCD**

**Distance Education Committee**

**Sept 28, 2020**

Inger called meeting to order.

* Welcome and Introductions
* Updates
* District DE Coordinator Update:

2 new committee members: Brielle plump Distance technology coordinator for the district.

Feather Ives- Monica cannot attend the meeting. Feather will be replacing Monica for the DE Committee meetings.

Carole R. Brown is a guest

Didem represents all of the coordinators. She will provide regular updates from the college DE committees.

Didem- update:

* Peralta’s Canvas phone support ended in June 2020. District has purchased the phone support for both faculty and the students starting January 2021. Chat support will continue 24/7 for students and faculty.
* AP 4105 language needs more clarity since DE College Coordinators are getting questions from the faculty.
* Making the POCR (Peer Online Course Review)- process consistent across all colleges and having one policy districtwide has been discussed in the DE Team meeting. In COA, 2 faculty already completed the process and after getting a few more faculty to review the course, a process will be set up to complete the 3 reviews.

College DE Committee updates:

* BCC launched DE committee this year. Updating BCC DE goals for plan. Continuing the POCR process.
* Laney- Judy Wong, on vacation during first meeting.
* COA- Didem, just gave update. Focusing on pocrp.
* Merritt- Feather, getting better on how to post in passport. Does not have that information today.

Student prospective- mail: applications due soon. Improve on TAG. Applications due on the 30th. Transfer admissions guarantees. Specific to BCC.

Inger-Is there a PIO at BCC?

Chris- Who do the announcements go to?

Inger- This committee should deliberate on how canvas banners are used. Only set by top administrators, and the Srujana puts a banner. When the banner are published, students can log in and see the important announcements. For example, it was used them for student government elections

Should we give the autonomy for those to the colleges?. Srujana can continue to do the District one and College Coordinators can do the college specific announcements. Srujana suggested having one person do it for the colleges with the concern of having too many banners and they might get lost. If students are enrolled in two colleges, then they might be confused with two banners.

***Banners: This should be on the agenda for the next meeting.***

Brielle said she can put the announcements in banner in Resource Canvas shelf.

Inger suggested building calendar for most important deadlines for the dates that impact students’ lives.

Hard for us to know what is getting to the students?

For the next meeting, the process for banner use and what it is used for can be discussed. If we build a calendar someone could add banners and have links.

Certificates and degree petition deadlines. Students do not understand they have to apply for.

Mindful of the additional workload that the DE coordinators would take on. Srujana suggested one person can do that

Inger- I will be happy to be the banner writer this semester and teach Didem and Brielle how to do it so that they can do it in the future. For now only Srujana, Inger and Jennifer can do it.

* Student service resolution update:

Inger- I am meeting with chancellor next week and provide more information in our next meeting.

More of an update. Online equity initiative, support and feedback.

* Approve minutes from Sept. 14 meeting

Sent everybody the minutes as a draft.

*Not Approved. No one read. Next meeting will have 2 minutes.*

Irina- Reinstating petition, campus researchers. Sending to every students that has 45 units. Active meeting with counselor to see if they are ready.

Vicki- Reached out to Clifton, waiting on his response.

* Approve PCCD DE Plan Assessment

***Are we okay as a committee approving the assessment? Will be used for one more year. DE plan assessment. Extending that plan for this academic year.***

Vicki moved. Cora seconded. 9 yes. 0 no. 0 abstentions.

* Elect new DE Committee Chair

Elect a new Distance Education chair.

Inger will remain on the committee and support. Proposal- someone can do it thru fall and then Didem or Brielle can do it since they will not be new to the committee.

Co-chairs to be more manageable.

What are the responsibilities?

* Works with Laura with minutes. Edits.
* Set up outlook invites for meeting.
* Develops the agenda in conjunction with Didem.
* Send one agenda with attachments to committee members then send to announcements.
* Run meeting.

We committee of resist people to be chair. Laura will send out outlook invitations with zoom next 2 meetings.

Goal prevue is to make recommendations. Approved the plan, next time discuss banner.

How do we things that r going to have an impact on the remaining meetings this semester?

Uniform piece of software. Provide assistance to students in the here and now? Online counseling.

Discussion.

**Projects carried over from last year**

Online Counseling Advocacy

* Promoting the availability of counseling for students so that students can easily make appointments
* Working with district POI to improve student communication
* Counseling services can be communicated by the instructors via Canvas
* Direct link option: One click to make an appointment
* Inviting counselors to online sessions. How do we partner with instructors to invite counselors to promote information?
* Improve effective communications to students across the district. Counselors, enrolling, financial aid.
* Difficulty with students having accurate information. Improved use of the banner.
* Do we get information on the data? Who reads the banners? Let’s ask Mark Johnson. Hub spot.

Needed DE policies & definitions

* Prevention of cheating and plagiarism

We need regulations for Zoom recording, FERPA, copyright, instructor prep., test proctoring, student conduct and discipline etc. We need to inform the senate about the procedure that are needed. For the next few meetings, we can build a google doc. That all the committee members can note the policies we need and we can recommend it to the senate and DASS committee. We need to pick the ones that related to the DE. In the past we had the work groups that did research and worked on this in between meetings. The administration needs to hire someone to get help on this issue? Do we want a new policy or do we want to add it to the existing one? The process should be expedited.

Didem is in touch with Joseph Bielansky who shared a template for an AP. Didem created a google doc to get DE Coordinator input, it should be developed. It should be in collaboration with PFT.

Didem can get input from the DE Coordinators about whether it would be adding paragraphs to the already existing Aps.

Jennifer Fowler working with a group of people. Inform the senate formally about the kinds of policies and procedures that are needed.

DSPS send out letters to instructors. Converging issues Ferpa, students’ rights to privacy. Instructors posting the recordings. Violation of privacy.

Find work hours and a coordinator to do this. Is this Joseph’s job?

What is the plan? We would love to consult.

Recordings are for students use only.

* Support for the Online Equity Initiative
  + Not discussed
* DE Survey
  + Not discussed
* New Projects

Relationship with College DE Committees

Schedule meetings respecting religious holidays.

Meeting ended at 2:35.