Peralta Community College District
Distance Education Subcommittee
Draft Minutes
November 8, 2021, 1:00 – 2:30pm

Welcome and Introductions
Please add your name and college, position/title into the chat. We have quorum.

Approve agenda:
Add <mark>Hyflex</mark> to agenda.
Motion to approve: Irina Rivkin. Adoria Williams seconded. Agenda Approved.

Approve minutes:
Motion to approve: Cora Leighton. Melissa McElvane seconded.
Minutes approved.

Updates:
- o Director of Academic Affairs:
    - ▪ Learning Tools/Tech. Interoperability (LTIs)
1. The <mark>impact by Instructure</mark> is in the process. Encountered issues. Will follow up on the issue.
2. <mark>Poptech</mark> demo. Rescheduled for Nov 12. <mark>Using the power of Wave</mark>. Scan our site for accessibility errors.
3. Accessibility training. View in Canvas shell. Captioning for the videos.

    - ▪ 2-Year Comparison of DE Student Retention/Completion Data

IR provided the information for comparison. Excel spreadsheet shared on the screen.

Discussion. Follow up clarification for next meeting.

    - ▪ IT Proxy Integration Process Update

We have completed all of the requirements. Awaiting validation from CVC-OEI.

    - ▪ Online Courses on CVC Exchange

Courses are now online. Take opportunity to thank IT staff. Jon Olkowski, Amany El-Masry, Srujana Tumu and Sriram Battineni. We were given a timeline. Online Class schedule. In the process of automating without human intervention.

- o College DE Teams

BCC-We have been working on starting a road show to take proposal and informational Power Points to various groups around <mark>Hyflex</mark>. Needs to be education about what it is and how to successfully implement. We have submitted our 3 courses to CVC 2 weeks ago and should be hearing back soon. Started on reviews of our first ongoing POKR system.

COA- We should be able to submit 3 courses to CVC next week. Our DE committee is busy making recommendations updates to addendum. Recent changes to Title 5. Minor language tweaks. VPI wanted us to draft online course definitions. All using different terms, use student friendly language so students know what they are signing up for.
Discussed humanizing the online learning environment.
Students have earned badges that they will see on the exchange.

Merritt- We submitted 3 POKR courses, made minor edits. We are waiting for Shawn Jordison.

Laney- We have not submitted our 3 courses. Math equity team has approached our Laney pokr team. Starting to have the course reviewed. Finishing the humanizing course. Organizing student enquiry groups to have professional development. Student panel discuss their experiences with online learning at Laney.
- o Online Equity- Brielle Plump: There are 2 upcoming online training. Form in chat. Link in chat. Adoria Williams will be one of our TA's for winter session.
- o Revised DE Plan Approval Status

Still going through shared governance approval process. Dr. Inger stark was asked to spearhead. Not in this meeting.

Topics for Discussion:
- o Accessibility Support Plan (Extending Shawn Jordison's Contract)

Brielle Plump- The DE team has been looking to get more knowledge about accessibility. Still working on that project. Hope to have something more concrete to share by the next semester.

Continue to support our team until we hire someone more permanent. Updating his current contract.
- o District DE Coordinator/Edu Tech Job Description- Absorb Ed tech job responsibilities. Look to hire a district DE coordinator.

Job description shared on screen. Feel free to add on. Highlight the importance to fill the gap through spring.
- o CVC Exchange College Implementation Board
- - Course Finder (Phase I)

Are we going to approve? Anyone can provide status/background.

The goal is for us to become a teaching college. Any student in California can easily enroll in our courses. How many seats are available? Much better search engine than our own. In our best interest to complete the phases.

Have we started towards completion of phase 1? Laney College has not signed the financial aid requirement. In progress.in order to stay in the consortium we have to complete this.

Why have we not completed the home college readiness? Every college is individually responsible. College and district level tasks. A lot of district level IT tasks that need to be completed.

Link: College readiness checklist: https://cvc.edu/exchange/it/

CVC has just developed a widget. Searchable inside the website. Would be helpful for students to fill all of them in one spot.

Internal document to have with checkmarks so we know what is being done at the college and district level.

Brian Beatty can do a presentation, but would not make recommendations about specific products about technical needs.

- o Brainstorming on Possible Questions to Ask for Districtwide Student Survey on Class Formats

Goal: Find from students what kind of instruction they prefer.

Type in chat.

Discussion:

Decided to put questions in a shared google doc for everyone to access.

Follow up discussion in next meeting.

Next agenda to discuss terms, glossary or terminology.
https://registrar.berkeley.edu/service-adjustments/modes-of-instruction/

Continue Discussions: (Time Permitting)
      Finalize Priority Projects for Fall 2021:
- Review Draft Title V updates/changes
- Training needed on use of (new) Letters of Accommodation info.
- Providing accessibility support for faculty (increasingly urgent).
- Support POCR teams at colleges
- Providing training for early interventions tools for student success

Other Matters
- Q&A / Announcements

Adjournment

Attendance:
Albert Maniaol
Jennifer Fowler
Sergio Mazariegos
Cora Leighton
Elissa Jaw
Adoria Williams
Andrew Park
Irina Rivkin
Srujana Tumu
Melissa McElvane
Brielle Plump
Stacey Shears
Judy Wong
Chris Bernard