

PORTERVILLE COLLEGE

Distance Education Committee

Meeting Minutes

Location: Zoom - <https://us06web.zoom.us/j/83276859280>

Date & Time: April 13, 2023, ~ 4:00 – 5:00 pm

Co-Chairs: Karen Bishop, Debbie Angeles (incoming), Michelle Miller-Galaz (outgoing)

Attendance: *Debbie Angeles, Karen Bishop, Denise Jackson, Joy Lawrence, Elisa Queenan, Yolanda Vasquez, Clara Zimmerman*

- I. Approval of Agenda** – Approved as presented.
- II. New DE Coordinator & DE Committee Co-chair - “NewGuru” Debbie Lou!**
 - Committee members enthusiastically welcomed new Co-Chair and leader, Debbie Angeles.
- III. Canvas Administrator** – Debbie has taken over as PC Canvas Admin from BC.
- IV. Approval of Minutes** – March 9, 2023, minutes approved as read.
- V. New Faculty Co-Chair 2023-24**
 - Joy Lawrence accepted the nomination as new faculty co-chair.
 - Committee members unanimously elected Joy by anonymous ballot.
 - Joy will take over the role effective May 30, 2023
- VI. CVC Consortium Update (Debbie, Karen, & Joy)**
 - More colleges continue to get approved as Teaching Colleges, including State Center CC District.
 - Karen has provided the required update to CVC to identify Debbie as our new CVC-OEI Project Lead, CMS Administrator, DE Coordinator, DE Committee Co-Chair, and Professional Development Coordinator.
- VII. Student Services & Counseling Connection (Yolanda)**
 - PC Connection April 5th and 6th was successful and registered 117 new students for Summer 23 and 388 for Fall 23.
 - New updates to the local PC Graduation Checklist led to need for updates to Ed Plans
 - Absence of PHSC P112 offerings at PC continues to present a challenge for Elementary Teacher Education majors. Counselors are assisting PC students in finding the course offered

elsewhere online such as at Shasta College and others, or in-person at COS or Fresno City College so they can graduate and transfer.

VIII. DE Administrative Procedures (Joy)

- Academic Senate has asked the DE Committee to review and update our local two-announcements-per-week policy, in particular for hybrid and synchronous classes, noting that Title 5 acknowledges live meetings as fulfilling the standard.
- Committee members considered various options, and ultimately raised no objections to this revision. Specific language will be developed at the next meeting.
- Updates to the policy will be noted in upcoming revisions to the Online Teaching Handbook and elsewhere.

IX. Online Teaching Conference – Funding available to attend (CVC + PC)

- Funding remains available for folks from PC to attend.
- Deadline is approaching for requesting funding and registering.

X. ZTC Funding Opportunity (Karen)

- PC online ZTC development funding application has been developed that invites applicants to note specifics of the identified course that will help prioritize applications based on how many state-identified goals the course meets.
- The form has been approved by the PC ZTC Taskforce and will be made available soon.

XI. DE Committee Charge Update (tabled)

XII. Distance Education Plan – Approved with adopted revisions.

- Committee members discussed suggested changes to the mission statement based on College Council feedback as well as broadening language related to science labs based on feedback from Academic Senate.
- Committee members agreed to applicable revisions as well as the change of “nursing” to be broader as “health careers” based on feedback from College Council.
- Revised DE Plan to be submitted to College Council directly after meeting for final review and approval at the April 17th meeting.

XIII. 2022-2023 POCR Program

- Updated Accessibility Requirements – Stemming from changes to Title 5, CVC now requires all content in quality reviewed courses to be accessible (including optional and supplemental courses).
- Three courses of this year’s cohort have been locally certified & submitted for badging.

- Revisions are ongoing for the rest.
- Certifications will be announced by graduation.
- Committee members agreed that the PO CR Team should again assess this year’s process for strengths, weaknesses, and potential updates as necessary for future years.

XIV. What else?

XV. Future Agenda Items

- STAC Requests
- 2023-2024 DE Committee meeting schedule

XVI. Final 2022-2023 Committee Meeting – 2nd Thursday, 4:00-5:00 pm (May 11, 2023)