

PORTERVILLE COLLEGE

Distance Education Committee

Meeting Minutes

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

Date & Time: March 9, 2023, ~ 4:00 – 5:00 pm

Organizers: Karen Bishop & Michelle Miller-Galaz, Co-chairs

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

I. Approval of Agenda – Approved as presented.

II. Approval of Minutes of February 9, 2023 – Approved as read.

III. CVC Consortium Update (Karen & Joy)

- Karen and Joy regularly attend the CVC Consortium meetings on behalf of PC. Key information from recent meetings:
 - Concerns about state funding for CVC and @ONE – Since the grant has not yet been renewed, notices have been given to many employees because of the March 1 layoff notice deadlines. Marina Aminy (Executive Director of CVC) feels strongly that funding will emerge in some form, but it hasn't been secured yet. So, notices have to be given in the interim. She has advocated for it and for POCR funding as well.
 - Updates to the Master Consortium Agreement – The Consortium has been reviewing the Master Agreement (between all CVC colleges and the Consortium) and gathering feedback from everyone for some time. After discussion and incorporating agreed-upon changes, one key change includes language around college commitment to POCR. The previous Agreement language stated that member colleges must “commit to establishing POCR.” The updated Agreement now says member colleges must “commit to establishing and maintaining POCR.” This means that member colleges must support local POCR programs to be in compliance with the Agreement. Meeting attendees agreed that this was a positive change for POCR to ensure local support and pave the way for funding.
 - CVC Search – The search function for students has been streamlined and now Instant Enrollment/Cross-enrollable courses are shown by default (rather than students having to check a box to filter for them). This is a benefit to students to prevent them from having to go through CCC Apply every time they want to take a course on the Exchange. It is also a benefit to Teaching colleges (like PC) because it shows our courses first (after the student's Home college).
 - From today's CVC Norming Session – 44 colleges out of 116 are now POCR certified colleges (including PC) and 1274 courses are Quality Badged statewide.

- Committee members expressed concern about funding for other valuable services like Canvas Studio, which currently PC supports but not all colleges do.
- Clara shared her experience with Shire through CCC TechConnect Center and explained it is another great option available to help with captioning.

IV. **Student Services & Counseling Connection (Yolanda)**

- Counselors have been going to high schools and completing abbreviated Ed Plans for students.
- In working with current students, counselors find that late-start courses are very popular to allow additional options for students who may need to drop a class and still maintain full-time status.
- While working with Nursing, Kim Behrens has shared with them that online science classes are acceptable, which provides options for students to meet their requirements on time when face-to-face classes are impacted or otherwise not available. Counselors suggest it would be helpful for PC to offer more online science classes to help fulfill the demand and ensure on-time graduation for students. In the meantime, they have to help PC students find whatever online science (or other) classes are available through the CVC search to ensure they get what they need in programs like Nursing and Elementary Teacher Education. Committee members acknowledged that this creates a loss in enrollment for PC, but we want students to succeed and reach their goals.

V. **DE Administrative Procedures (Joy)**

- Academic Senate asked for our input on KCCD District Administrative Procedure Chapter 4 – Academic Affairs: AP 4105 Distance and Correspondence Education.
- Committee members reviewed the document and acknowledged that the verbiage changes seem to reflect changes that already have taken place on a larger scale (and are already captured in our DE Plan). Questions about the implications of the definition of correspondence education emerged, specifically regarding statements that contact is initiated by students and that classes are self-paced. Members concluded that this state definition is outside of our purview. The definition appears to be intentionally broader and distinct from distance education, which has clear requirements for regular and substantive interaction.
- Members raised no objections to the changes indicated.

VI. Online Teaching Conference

- OTC 2023 is June 21-23, 2023, at Long Beach Convention Center.
- Funding is available for one PC registration through CVC and more is available through Reagen Dozier through May 10, 2023, to support faculty to attend. Michelle can help facilitate the process as necessary.

VII. ZTC Funding Opportunity

- The word has been shared widely on campus now through multiple means, including division and other meetings as well as email.
- The application form has been edited and will be available online soon.

VIII. Assistant Director of Academic Technology & Prof Development Update

- The third recruitment for the Assistant Director of Academic Technology is nearing completion! 😊

IX. Canvas Administrator

- Bakersfield College's Pam Rivers will continue as the Canvas Administrator for now.
- Committee members agreed Pam deserves a magic trip to Hawaii for her work helping PC through this crisis period without our beloved guru and expert Sarah Phinney!

X. DE Committee Charge Update

- Committee members reviewed the most recent (9/29/22) version of our committee charge.
- Members explored whether any changes would be better timed after our new Assistant Director of Academic Technology & Professional Development (and DE Committee Co-chair) came on board.

XI. Distance Education Plan 2023-2025 – Approved as read.

- Committee members reviewed and discussed the most recent revisions and edits to the draft plan, including changes in some content organization, changes in formatting to ensure accessibility, and changes in organization to save space. In addition, the description of types of fully online classes includes a third category to capture classes that defy state definitions of both asynchronous and synchronous classes: semi-synchronous. This term captures a group of classes offered at PC that are neither asynchronous nor fully synchronous, so they cannot be categorized or coded as such.
- Members acknowledged and appreciated the enormous task taken on by Michelle to gather all the data and draft this nearly 20-page document.
- The plan will be forwarded to Academic Senate and College Council.

XII. 2022-2023 POCR Program

- Initial reviews are complete, and revisions are underway. POCR reviewers are understandably already exhausted after completing so many reviews in the first month of the program but agreed that the POCR timeline is helpful to keep everyone on track.
- Committee members discussed what happens if participants do not achieve alignment. Participants can only receive their stipend once they achieve alignment.

XIII. What else – Members discussed resources for the CVC Rubric.

XIV. Future Agenda Items

XV. Future Meetings – 2nd Thursday of each month 4:00-5:00 pm (April 13, 2023)