
PC Distance Education Committee Meeting Minutes

Location: Zoom - <https://us06web.zoom.us/j/83276859280>
Date & Time: November 10, 2022 ~ 4:00 – 5:00 pm
Organizers: Karen Bishop, Co-chair
Michelle Miller-Galaz, Co-chair

Membership: Karen Bishop, Xenia Conquy, Denise Jackson, Joy Lawrence, Michelle Miller-Galaz, Elisa Queenan, Yolanda Vasquez, Clara Zimmerman

November 2022 Minutes

- I. **Approval of Agenda** – The agenda was approved by consensus.
- II. **Approval of Minutes** – The minutes from the May 3, 2022, were approved. The group noted that after that meeting, Brandon accepted a new position at Bakersfield College. So, he left PC and the PC DE Committee and did not step into the role of Co-chair after all. Karen continued to serve as a result.
- III. **Membership Change** – Karen and the group welcomed to the committee Michelle Miller-Galaz as Administrative Co-chair along with the other new members. Karen shared that Michelle’s master’s degree in instructional design and experience with distance education will be a great resource.
- IV. **Canvas Administrator** – Still Pam Rivers and team at BC for now until Sarah Phinney’s replacement is hired.
- V. **NewSarah Update** – We hope that our new Assistant Director of Academic Technology (Sarah Phinney’s replacement) will start by the end of the Fall 2022 semester!
- VI. **DE Committee Charge Update** - 9/29/22 – Michelle pointed out that the committee charge needs review and updating. Members began discussion and several people noted some inconsistencies between the Committee Charge and the DE Plan. Everyone agreed to another review and more feedback for the next meeting.
- VII. **ZTC Funding Opportunity** – Michelle and Karen asked the group to continue promoting conversion to Zero Textbook Cost (ZTC) in DE classes (and all classes) to increase equity for students. The DE Committee has supported these efforts for many years, but now there is funding to help compensate people for the time and effort of converting to (or developing new) Open Education Resources (OER). The OER Taskforce has been assessing the course offerings to find gaps in ZTC offerings throughout the General Education classes on the graduation checklist. The aim of the funding is to help ensure a complete ZTC path to graduation.

VIII. Distance Education Plan – Our DE Plan has expired. COVID became the urgent priority and interrupted plans to update it in 2020 as scheduled. Everyone agreed to continue review and bring suggestions to the next meeting. Michelle will gather relevant data to be included.

IX. Accessibility Training – Besides the free @ONE accessibility courses that we have shared with all faculty, POCR reviewers are completing more extensive accessibility training. This will position them to work one-on-one with faculty members as necessary during POCR reviews, where accessibility remediation is often a major focus.

X. POCR Program 2022-2023 – the Title 5 grant extension was approved, so we have the funds to continue the POCR Program this year. Karen surveyed the POCR team to get feedback on how the process worked and where it needed improvement. The feedback indicated that reviewers needed one or more review partners for each course to divide the work and have another set of eyes on the content. They also indicated that another reviewer or additional stipend should be available to help mentor participants when they needed more extensive one-on-one support to make the necessary updates in their course. After reviewing that feedback, the POCR Program received approval for up to three \$500 review stipends (Section A-C, Section D, & a possible third review stipend for a lead reviewer/mentor as necessary). In addition, we have the funding to cover up to 20 courses with associated reviewers, depending on reviewing availability. These changes still fall within our approved POCR process and this year's program must be complete by June 2023 because of parameters of the funding. Therefore, we aim to finish everything by the end of the Spring 2023 semester.

XI. Preferred Name Option in Canvas – The District and Admin are working on a standardized option to provide students with their preferred name showing in Canvas in advance of a legal name change. This is important to increase equity among students who would benefit by having their classmates in Canvas groups and discussion forums see and use the correct preferred name. This will not change the Banner roster, transcripts, or PC e-mail. The students can request those to be updated once legal name changes have been recorded.

XII. What else?

XIII. Future Agenda Items

XIV. Future Meetings: 2nd Thursday of each month 4:00-5:00 pm