**Distance Education Committee**

*Meeting Minutes*

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| Location: | Zoom - https://us06web.zoom.us/j/83276859280 |
| Date & Time: | May 11, 2023, ~ 4:00 – 5:00 pm |
| Co-Chairs: | Debbie Angeles & Karen Bishop |

***Attendance****: Debbie Angeles, Karen Bishop, Denise Jackson, Joy Lawrence, Clara Zimmerman*

## Approval of Agenda – Approved as presented.

## Approval of Minutes of April 13, 2023 – Approved as read.

## New Faculty Co-Chair 2023-24 – Joy Lawrence will take over May 30, 2023! 😊

* + Committee members expressed gratitude to Joy for her willingness to step into the DE Faculty Co-chair role this summer. This year’s POCR process should be complete before May 30. With Debbie also on board, the summer will be a perfect time for Joy to ease into the position.
	+ Joy clarified that she is not yet ready to take over as POCR Lead yet, but there is time to figure that out before we open a call for the next cohort.

## Approved DE Plan 2023-2025 – Approved by College Council & Posted (Karen)

* Karen announced that the DE Plan had been updated with feedback provided by the Senate and College Council and approved.
* The DE Plan has now been posted to the college planning page as well as the DE Committee page.

## CVC Consortium Update (Debbie, Karen, &/or Joy)

* Joy reported that a new co-chair, Jodie Steely of Fresno City College was elected at the last Consortium meeting.
* Concerns were expressed at the meeting about Proctorio going away from CVC, while others understood given equity challenges with it.
* CVC POCR funding is expected to be renewed for three years, but that is at the CVC level, not the college level.

## Student Services & Counseling Connection (Yolanda) - Tabled

## Regular & Substantive Interaction Policy (Karen)

* Committee members reviewed and discussed the current RSI policy (Senate approved 4/22/2023) and agreed to broaden it to 2x week RSI for any DE class:
	+ 2x announcements per week for asynchronous classes
	+ Any 2x week combination of announcements, live meetings, zoom meetings for synchronous and hybrid classes.
* Members explored verbiage changes, but agreed we needed to address other weaknesses in it as well to clarify absences and so on.
* Everyone will review over the summer and bring to the next meeting possible revisions to relevant verbiage in the official PC RSI policy itself and anywhere else it appears.

## STAC Order Renewal (Debbie)

* + Debbie went over the college’s annual STAC order that covers various options and services relevant to DE such as Blackboard Ally, NameCoach, NetTutor, Labster, and so on.
	+ Members explored the relevance of each service and agreed to request the continuance of current services and the return of NameCoach.

## CCC DE Title 5 Guidance Memo of April 18, 2023 (Debbie)

* Debbie went over the Guidance Memo of April 18 from California CC Chancellor’s Office. The key is that we have to have our own policy in place 180 days after changes.
* Debbie went over DE eLumen Language from Judy for necessary changes and the DE Comments Worksheet for the Schedule from Judy to ensure that relevant and appropriate information is published in the schedule as students are registering.
* Members agreed to reflect more on both, consider options and take it up when meetings resume in the Fall term.

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

* + - Karen reminded everyone of the upcoming OTC in June, and to take advantage of funding because historically it has rarely been available.
		- Several PC faculty members are planning to attend.

## ZTC Funding Opportunity (Karen)

* + - The online funding application form has been reviewed and revised by all stakeholders including the Senate ZTC Taskforce and is awaiting final admin approval to go live.
		- Word has been spread to faculty through division meetings, emails, committee meetings, and other means to generate interest and encourage folks to commit to adopting ZTC.
		- Debbie clarified that if students aren’t spending money on materials or texts, the course can qualify as ZTC.
		- Karen added we had learned last year that Lending Library materials can count as ZTC, if there were enough books for everyone. However, recent discussions revealed that since the Lending Library does not ship books, DE students out of the local area cannot effectively access those free materials. Chris Ebert is exploring the possibility of providing eBooks of those titles to out of the area students rather than the hard copy. But he cautioned that Lending Library funding is running out so other grant funds need to be found to cover new acquisitions.

## 2022-2023 POCR Program (Karen)

* This year’s cohort is progressing well. Six courses have already been locally certified and most of the others in the pipeline are awaiting their final review after completing revisions. Karen is causing the current bottleneck problem!
* There are only a few participants left who are still making their final revisions, but they are expected to finish soon.

## What else?

* + - The districtwide Accessibility Task Force has met several times this term and Karen, Michelle, and Debbie have participated in the full meetings. Subcommittee meetings for DE have also met and Karen and Debbie have attended those, but Karen will step off after this term.
		- There is a Zoom issue on the PC campus computers.

## Future Agenda Items

* + - Explore alternatives for PC Kung Fu Canvas and Introduction to Online Teaching and Learning such as creating PC non-credit courses for them, and maybe add the equity piece, or have PC faculty take the BC non-credit courses to meet those requirements. Since Sarah retired, we have been having PC faculty take them from @ONE.
		- The CIT website needs updating, so we need to consider what changes should be incorporated.

## Future Meetings – Schedule TBD in the Fall term. Thursdays at 4 will not work Fall 2023.