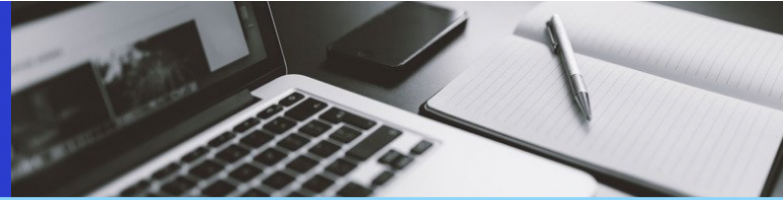


DISTANCE EDUCATION



MINUTES

College of Alameda Distance Education Committee
 Wednesday, September 15, 2021
 12:30pm – 1:30pm
 Location: Zoom

Members: Place X in box adjacent to name when present.

<input checked="" type="checkbox"/>	Brielle Plump, DE Committee Co-Chair	<input checked="" type="checkbox"/>	Jennifer Fowler, DE Committee Co-Chair	<input checked="" type="checkbox"/>	Khalilah Beal-Uribe
<input checked="" type="checkbox"/>	Richard Kaeser	<input checked="" type="checkbox"/>	Nora Mitchell	<input checked="" type="checkbox"/>	Antonio Villegas

Guests: List full name below. Place X in box adjacent to name when present.

<input checked="" type="checkbox"/>	Stefanie Ulrey	<input type="checkbox"/>		<input checked="" type="checkbox"/>	
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AGENDA ITEM	DISCUSSION	FOLLOW UP ACTION
1. Call to order: Approval of Agenda – (5 minutes)		Motion to approve the agenda. Moved by: Mitchell Seconded by: Fowler Motion Passed Unanimously
2. District DE Updates – (5 minutes)	A search is currently being conducted for a District DE Coordinator.	

	<p>The Peralta Faculty Resources Canvas Shell is updated and contains information about our current and new LTIs.</p> <p>PCCD hired a consultant to provide DE Coordinators and POCR Teams with advanced accessibility training this Fall. A “train the trainer” model will be used so training attendees can train faculty on their campus.</p>	
3. Action Items – (40 minutes)		
A. Election of DE Chair and Secretary	<p>The secretary position is still vacant and there were no nominations.</p> <p>The list of members will go to Academic Senate on Thursday 10/7/21 to be voted on and approved:</p> <p>Khalilah Beal-Uribe Robert Brem Jennifer Fowler Richard Kaeser Nora Mitchell Brielle Plump Antonio Villegas</p>	<p>Motion to elect Jennifer Fowler and Brielle Plump as Co-Chairs.</p> <p>Moved by: Villegas Seconded by: Fowler</p> <p>Motion Passed Unanimously</p>
4. Discussion Items – (10 minutes)		
A. Ambiguity regarding “attendance” in DE courses	<p>Faculty have diverse ways they view and communicate attendance policies to students. A clear attendance policy in a course syllabus or posted in Canvas helps students understand what is expected of them and identifies potential fake students. The committee was curious to learn more about the diverse ways faculty view attendance and what we can do to provide resources to faculty as they craft attendance guidelines.</p>	<p>Brielle to create draft language of possible attendance policy.</p> <p>Jennifer to draft a survey for faculty on attendance policies, Khalilah to help and give feedback.</p>
B. Feedback on District DE Plan	<p>Waiting for a DE Coordinator to get hired so they can champion and do a campus roadshow with the plan.</p>	<p>Tabled for future discussion.</p>
5. New Business/		

Announcements		
A. Next Meeting	Wednesday 10/27/21 from 12:30pm – 1:30pm	
6. Adjournment	Meeting adjourned at 1:10pm	

Abbreviations:

- ❖ COA – College of **Alameda**
- ❖ DE – Distance Education
- ❖ CVC-OEI – California Virtual Campus – Online Education Initiative
- ❖ POOCR – Peer Online Course Review
- ❖ PCCD – Peralta Community College District
- ❖ AP – Administrative Procedure
- ❖ BP – Board Policy

Committee Charge: The Distance Education Committee at College of Alameda is charged with reviewing and recommending policies, procedures, and practices to achieve academic excellence and success for online students.