MINUTES
College of Alameda Distance Education Committee
Wednesday, October 27, 2021
12:30PM – 1:30PM
Location: Zoom

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

X	Brielle Plump, DE Committee Co-Chair	X	Jennifer Fowler, DE Committee Co-Chair		Khalilah Beal-Uribe
	Richard Kaeser	X	Nora Mitchell	X	Robert Brem
X	Anthony Villegas				

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

X	Neeta Sharma	X	Stefanie Ulrey	X	Felice Botts

AGENDA ITEM	DISCUSSION	FOLLOW UP ACTION
1. Call to order: Agenda review – (5 minutes)	Meeting called to order at 12:35PM	Motion to approve the agenda for today. Moved by: Plump Seconded by: Villegas Motion Passed Unanimously

2. Approval of minutes from previous meeting(s) – (5 minutes)		Motion to approve minutes from 9/15/21. Moved by: Villegas Seconded by: Mitchell Motion Passed Unanimously
3. District DE Updates – (5 minutes)	Plump and Fowler reported - Shifts on DE team: Academic Affairs Director hired, District DE Coordinator and Edu Tech Coordinator roles vacant, Accessibility. Specialist job proposal. - CVC-OEI Consortium agreement progress: CSV file of approved courses being processed by District, Accessibility training and resource building underway. - Local POCR certification on track for approval by end of semester	
4. Discussion Items – (40 minutes)		
A. Draft of new DE Addendum language to reflect updated DE definitions	There are updates to Title 5 being made that necessitate minor language tweaks on our college DE addendum. Curriculum Committee requested that the DE Committee provide recommendations for edits to match the new Title 5 language about regular and substantive interaction. They are no longer referring to it as "regular and effective" contact.	Review the summary of changes and draft of the marked up DE addendum and provide Jennifer with feedback by Wednesday 11/10 via email at jfowler@peralta.edu. Will be an action item and voted on during our November meeting on 11/17.
B. Draft of suggested language for online course types and modalities	<table><tr><td>**Online Class Type**</td><td>**Definition**</td></tr><tr><td>Fully online with no Zoom meetings (asynchronous)</td><td>This class is 100% online with no scheduled Zoom meetings.</td></tr><tr><td>Fully online with scheduled Zoom meetings (synchronous)</td><td>This class is 100% online with regularly scheduled Zoom meetings as noted in the class listing.</td></tr></table>	Review the suggested language for online course types and provide Jennifer with feedback by Wednesday 11/10 via email at jfowler@peralta.edu. Will be an action item and voted on during

	Fully online with proctored assessments	This class is 100% online with limited (occasional?) scheduled Zoom meetings for exams, presentations, or assessments as noted in the class listing.	our November meeting on 11/17.
	Partially online with scheduled on-campus meetings (hybrid)	This class is partially online with scheduled on-campus meetings as noted in the class listing.	

- Modify language from "face to face" to "on campus"
- Add "otherwise known as" in to accompany terms like "asynchronous" that are not commonly understood by students.
- Not in favor of percentages for "hybrid." Too prescriptive.
- How might this impact accessibility needs?

5. New Business/ Announcements	- Next DE Committee Meeting: Wednesday 11/17/21 from 12:30pm – 1:30pm. - Next Community of Practice Meeting: Wednesday 11/3/21 from 12:30pm – 1:30pm. - Accessibility Drop-In Office Hours open to all faculty and staff through 12/10/21: Fridays from 11:00 – 12:00pm via Zoom. - Faculty Survey on Online Course Attendance open through 11/5/21. - Pronto training 11/10 at 12:30pm - Pope Tech demo coming soon, Brielle will send a Doodle poll.	
a. Next Meeting	Wednesday November 17, 2021 from 12:30PM – 1:30PM	
6. Adjournment	Meeting adjourned at 1:30PM	

Abbreviations:

- ❖ COA – College of Alameda
- ❖ DE – Distance Education
- ❖ CVC-OEI – California Virtual Campus – Online Education Initiative
- ❖ POCR – 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.