



MINUTES

College of Alameda Distance Education Committee
 Wednesday, February 16, 2022
 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"/>	Anthony Villegas	<input checked="" type="checkbox"/>	Robert Brem

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

<input checked="" type="checkbox"/>	David Leitner	<input checked="" type="checkbox"/>	Stefanie Ulrey	<input type="checkbox"/>	
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AGENDA ITEM	DISCUSSION	FOLLOW UP ACTION
1. Call to order: Agenda review – (5 minutes)		Motion to approve the agenda. Moved by: Robert Brem Seconded by: Anthony Villegas Motion Passed Unanimously
2. District DE Updates – (3 minutes)	<ul style="list-style-type: none"> • Respondus • District DE Coordinator soon 	

	<ul style="list-style-type: none"> Shawn Jordison, Accessibility Consultant rehired. 	
3. Action Items – (5 minutes)		
A. Approve Minutes from 12/15/2021.		<p>Motion to approve minutes from 12/15/2021.</p> <p>Moved by: Robert Brem Seconded by: Richard Kaeser Motion Passed Unanimously</p>
4. Discussion Items – (40 Minutes)		
A. POCR Update	How can we streamline the process, and establish a course selection process? Will bring back to March’s meeting for a robust discussion and committee recommendations.	Discussion at March Meeting
B. 2-Month Respondus LockDown Browser Usability Testing	Only locks down use of other browsers, no other function. Committee members express concerns about the lack of communication and planning around the roll out.	Jennifer Fowler to send a list of recommendations for faculty for use. The committee will get a copy of it via email first and then make any suggestions for changes before it gets sent out.
C. Online Course Attendance Survey Next Steps	Jennifer to send out a document to the committee to note their key takeaways from the survey results. The goal will be to use the document at the next meeting to have a more specific conversation about what we do (if anything) with the results.	Discussion at March Meeting
5. Announcements – (5 Minutes)	<ul style="list-style-type: none"> Next DE Committee Meeting: Wednesday 3/16/22 from 12:30pm –1:30pm: Zoom Link Next Community of Practice Meeting: Wednesday 3/2/22 from 12:30pm –1:30pm: Zoom Link 	
a. Next Meeting	Wednesday, March 16, 2022 from 12:30pm – 1:30pm	
6. Adjournment	Meeting adjourned at 1:28pm.	

Abbreviations:

- ❖ COA – College of Alameda

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